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(i) NAVSEA OP 5 VOL 1
(j) SECNAVINST 5212.5D

1. Purpose. Per reference (a), this manual establishes training standards, regulations, and practices regarding the training of Marines and assigned Navy personnel whose primary mission is logistics. This Manual identifies core entry-level training requirements for MOS 0402, 0405, 0407, 0411, 0430, 0431, 0451, 0471, 0472, 0481, and 0491. This NAVMC supersedes MCO 1510.61C.

2. Scope

a. The Core Capability Mission Essential Task List (METL) in this manual is used in Defense Readiness Reporting System (DRRS) for assessment and reporting of unit readiness. Units achieve training readiness for reporting in DRRS by gaining and sustaining proficiency in the training events in this manual at both collective (unit) and individual levels.

b. Training events in this NAVMC publication will be used to standardize unit training, focus on Mission Essential Tasks, and establish a framework for assessment of unit and individual training readiness throughout the community. The T&R Manual includes unit and individual training standards for use by unit commanders and formal schools for the development of training plans, curricula, and records of training accomplished in order to establish a framework for identifying training achievements, training gaps, and objective assessments of readiness associated with the training of Marines.

c. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute each MET, and develop long-, mid-, and short-range training plans to sustain proficiency in each MET. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will

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keep records at the unit and individual levels to record training achievements, identify training gaps, and document objective assessments of readiness associated with training Marines. Commanders will use reference (c) to incorporate nuclear, biological, and chemical defense training into training plans and reference (d) to integrate operational risk management. References (e) and (f) provide amplifying information for effective planning and management of training within the unit.

d. Formal school and training detachment commanders will use references (a) and (j) to ensure programs of instruction meet skill training requirements established in this manual, and provide career-progression training in the events designated for initial training in the formal school environment.

3. Information. CG, TECOM will update this T&R Manual as necessary to provide current and relevant training standards to commanders, and to ensure a current Core Capabilities METL is available for use in DRRS by the Marine Corps logisticians. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: Commanding General, TECOM (Ground Training Branch C 469), 1019 Elliot Road, Quantico, VA 22134.

4. Command. This NAVMC publication is applicable to the Marine Corps Total Force.

5. Certification. This NAVMC publication is reviewed and approved this date.


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By direction

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LOG T&R MANUAL

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CHAPTER 1

OVERVIEW

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CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R Program is the Corps' primary tool for planning, conducting and evaluating training, and assessing training readiness. Subject Matter Experts (SMEs) from the operating forces developed core capability Mission Essential Task Lists (METLs) for ground communities derived from the Marine Corps Task List (MCTL). T&R Manuals are built around these METLs and all events contained in T&R Manuals relate directly to this METL. This comprehensive T&R Program will help to ensure the Marine Corps continues to improve its combat readiness by training more efficiently and effectively. Ultimately, this will enhance the Marine Corps' ability to accomplish real-world missions.

2. The T&R Manual contains the individual and collective training requirements to prepare units to accomplish their combat mission. The T&R Manual is not intended to be an encyclopedia that contains every minute detail of how to accomplish training. Instead, it identifies the minimum standards that Marines must be able to perform in combat. The T&R Manual is a fundamental tool for commanders to build and maintain unit combat readiness. Using this tool, leaders can construct and execute an effective training plan that supports the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program. Unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness. A Marine's ability to perform critical skills required in combat is essential. However, it is not necessary to have all individuals within a unit fully trained in order for that organization to accomplish its assigned tasks. Manpower shortfalls, temporary assignments, leave, or other factors outside the commander's control, often affect the ability to conduct individual training. During these periods, unit readiness is enhanced if emphasis is placed on the individual training of Marines on-hand. Subsequently, these Marines will be mission ready and capable of executing as part of a team when the full complement of personnel is available.

2. Commanders will ensure that all tactical training is focused on their combat mission. The T&R Manual is a tool to help develop the unit's training plan. In most cases, unit training should focus on achieving unit proficiency in the core capabilities METL. However, commanders will adjust their training focus to support METLs associated with a major OPLAN/CONPLAN or named operation as designated by their higher commander and reported accordingly in the Defense Readiness Reporting System (DRRS). Tactical

training will support the METL in use by the commander and be tailored to meet T&R standards. Commanders at all levels are responsible for effective combat training. The conduct of training in a professional manner consistent with Marine Corps standards cannot be over emphasized.

3. Commanders will provide personnel the opportunity to attend formal and operational level courses of instruction as required by this Manual. Attendance at all formal courses must enhance the warfighting capabilities of the unit as determined by the unit commander.

1002. UNIT TRAINING MANAGEMENT

1. Unit Training Management (UTM) is the application of the Systems Approach to Training (SAT) and the Marine Corps Training Principles. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.

2. UTM techniques, described in references (b) and (e), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. The Marine Corps Training Principles, explained in reference (b), provide sound and proven direction and are flexible enough to accommodate the demands of local conditions. These principles are not inclusive, nor do they guarantee success. They are guides that commanders can use to manage unit-training programs. The Marine Corps training principles are:

- Train as you fight
- Make commanders responsible for training
- Use standards-based training
- Use performance-oriented training
- Use mission-oriented training
- Train the MAGTF to fight as a combined arms team
- Train to sustain proficiency
- Train to challenge

3. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (a) through (g).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation).

2. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade or billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or

before expiration of the designated sustainment interval. Performance of the training event, however, is not sufficient to ensure combat readiness. Leaders at all levels must evaluate the performance of their Marines and the unit as they complete training events, and only record successful accomplishment of training based upon the evaluation. The goal of evaluation is to ensure that correct methods are employed to achieve the desired standard, or the Marines understand how they need to improve in order to attain the standard. Leaders must determine whether credit for completing a training event is recorded if the standard was not achieved. While successful accomplishment is desired, debriefing of errors can result in successful learning that will allow ethical recording of training event completion. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective.

3. The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective events. References (a) and (f) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION

1. T&R Manuals are organized in one of two methods: unit-based or community-based. Unit-based T&R Manuals are written to support a type of unit (Infantry, Artillery, Tanks, etc.) and contain both collective and individual training standards. Community-based are written to support an Occupational Field, a group of related Military Occupational Specialties (MOSs), or billets within an organization (EOD, NBC, Intel, etc.), and usually only contain individual training standards. T&R Manuals are comprised of chapters that contain unit METs, collective training standards (CTS), and individual training standards (ITS) for each MOS, billet, etc.

2. The Tank T&R Manual is a unit-based manual comprised of 10 chapters. Chapter 2 lists the Core Capability METs and their related Battalion and Company-level events. Chapters 3 through 8 contain collective events. Chapters 9 and 10 contain individual events.

1005. T&R EVENT CODING

1. T&R events are coded for ease of reference. Each event has up-to a 4-4-4-digit identifier. The first up-to four digits are referred to as a "community" and represent the unit type or occupation (TANK, TOW, 1802, etc.). The second up-to four digits represent the functional or duty area (TAC, CMD, GNR, etc.). The last four digits represent the level and sequence of the event.

2. The T&R levels are illustrated in Figure 1. An example of the T&R coding used in this Manual is shown in Figure 2.

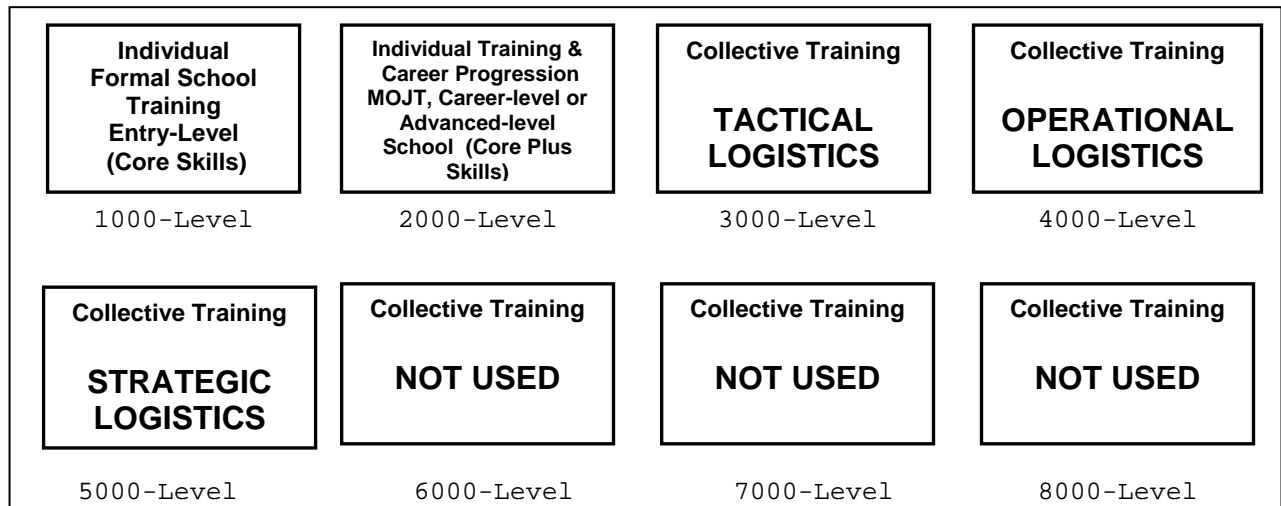


Figure 1: T&R Event Levels

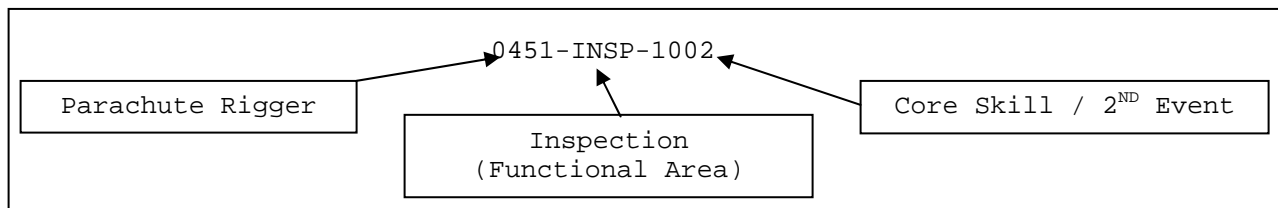


Figure 2: T&R Event Coding

1006. COMBAT READINESS PERCENTAGE

1. The Marine Corps Ground T&R Program includes processes to assess readiness of units and individual Marines. Every unit in the Marine Corps maintains a basic level of readiness based on the training and experience of the Marines in the unit. Even units that never trained together are capable of accomplishing some portion of their missions. Combat readiness assessment does not associate a quantitative value for this baseline of readiness, but uses a "Combat Readiness Percentage", as a method to provide a concise descriptor of the recent training accomplishments of units and Marines.

2. Combat Readiness Percentage (CRP) is the percentage of required training events that a unit or Marine accomplishes within specified sustainment intervals.

3. In unit-based T&R Manuals, unit combat readiness is assessed as a percentage of the successfully completed and current (within sustainment interval) key training events called "Evaluation-Coded" (E-Coded) Events. E-Coded Events and unit CRP calculation are described in follow-on paragraphs. CRP achieved through the completion of E-Coded Events is directly relevant to readiness assessment in DRRS.

4. Individual combat readiness, in both unit-based and community-based T&R Manuals, is assessed as the percentage of required individual events in which a Marine is current. This translates as the percentage of training events for his/her MOS and grade (or billet) that the Marine successfully completes within the directed sustainment interval. Individual skills are developed through a combination of 1000-level training (entry-level formal school courses), individual on-the-job training in 2000-level events, and follow-on formal school training. Skill proficiency is maintained by retraining in each event per the specified sustainment interval.

1007. EVALUATION-CODED (E-CODED) EVENTS

1. Unit-type T&R Manuals can contain numerous unit events, some for the whole unit and others for integral parts that serve as building blocks for training. To simplify training management and readiness assessment, only collective events that are critical components of a mission essential task (MET), or key indicators of a unit's readiness, are used to generate CRP for a MET. These critical or key events are designated in the T&R Manual as Evaluation-Coded (E-Coded) events. Formal evaluation of unit performance in these events is recommended because of their value in assessing combat readiness. Only E-Coded events are used to calculate CRP for each MET.

2. The use of a METL-based training program allows the commander discretion in training. This makes the T&R Manual a training tool rather than a prescriptive checklist.

1008. CRP CALCULATION

1. Collective training begins at the 3000 level (team, crew or equivalent). Unit training plans are designed to accomplish the events that support the unit METL while simultaneously sustaining proficiency in individual core skills. Using the battalion-based (unit) model, the battalion (7000-level) has collective events that directly support a MET on the METL. These collective events are E-Coded and the only events that contribute to unit CRP. This is done to assist commanders in prioritizing the training toward the METL, taking into account resource, time, and personnel constraints.

2. Unit CRP increases after the completion of E-Coded events. The number of E-Coded events for the MET determines the value of each E-Coded event. For example, if there are 4 E-Coded events for a MET, each is worth 25% of MET CRP. MET CRP is calculated by adding the percentage of each completed and current (within sustainment interval) E-Coded training event. The percentage for each MET is calculated the same way and all are added together and divided by the number of METS to determine unit CRP. For ease of calculation, we will say that each MET has 4 E-Coded events, each contributing 25% towards the completion of the MET. If the unit has completed and is current on three of the four E-Coded events for a given MET, then they have completed 75% of the MET. The CRP for each MET is added together and divided by the number of METS to get unit CRP; unit CRP is the average of MET CRP.

For Example:

MET 1: 75% complete (3 of 4 E-Coded events trained)
MET 2: 100% complete (6 of 6 E-Coded events trained)
MET 3: 25% complete (1 of 4 E-Coded events trained)
MET 4: 50% complete (2 of 4 E-Coded events trained)
MET 5: 75% complete (3 of 4 E-Coded events trained)

To get unit CRP, simply add the CRP for each MET and divide by the number of METS:

MET CRP: $75 + 100 + 25 + 50 + 75 = 325$

Unit CRP: $325 \text{ (total MET CRP)} / 5 \text{ (total number of METS)} = 65\%$

1009 T&R EVENT COMPOSITION

1. This section explains each of the components of a T&R event. These items are included in all events in each T&R manual.

a. Event Code (see Sect 1006). The event code is a 4-4-4 character set. For individual training events, the first 4 characters indicate the occupational function. The second 4 characters indicate functional area (TAC, CBTS, VOPS, etc.). The third 4 characters are simply a numerical designator for the event.

b. Event Title. The event title is the name of the event.

c. E-Coded. This is a "yes/no" category to indicate whether or not the event is E-Coded. If yes, the event contributes toward the CRP of the associated MET. The value of each E-Coded event is based on number of E-Coded events for that MET. Refer to paragraph 1008 for detailed explanation of E-Coded events.

d. Supported MET(s). List all METs that are supported by the training event.

e. Sustainment Interval. This is the period, expressed in number of months, between evaluation or retraining requirements. Skills and capabilities acquired through the accomplishment of training events are refreshed at pre-determined intervals. It is essential that these intervals are adhered to in order to ensure Marines maintain proficiency.

f. Billet. Individual training events may contain a list of billets within the community that are responsible for performing that event. This ensures that the billet's expected tasks are clearly articulated and a Marine's readiness to perform in that billet is measured.

g. Grade. Each individual training event will list the rank(s) at which Marines are required to learn and sustain the training event.

h. Initial Training Setting. For Individual T&R Events only, this specifies the location for initial instruction of the training event in one of three categories (formal school, managed on-the-job training, distance

learning). Regardless of the specified Initial Training Setting, any T&R event may be introduced and evaluated during managed on-the-job training.

(1) "FORMAL" - When the Initial Training Setting of an event is identified as "FORMAL" (formal school), the appropriate formal school or training detachment is required to provide initial training in the event. Conversely, formal schools and training detachments are not authorized to provide training in events designated as Initial Training Setting "MOJT" or "DL." Since the duration of formal school training must be constrained to optimize Operating Forces' manning, this element provides the mechanism for Operating Forces' prioritization of training requirements for both entry-level (1000-level) and career-level (2000-level) T&R Events. For formal schools and training detachments, this element defines the requirements for content of courses.

(2) "DL" - Identifies the training event as a candidate for initial training via a Distance Learning product (correspondence course or MarineNet course).

(3) "MOJT" - Events specified for Managed On-the-Job Training are to be introduced to Marines, and evaluated, as part of training within a unit by supervisory personnel.

i. Event Description. Provide a description of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (e.g. Camouflage the M1A1 Tank).

j. Condition. Describe the condition(s), under which tasks are performed. Conditions are based on a "real world" operational environment. They indicate what is provided (equipment, materials, manuals, aids, etc.), environmental constraints, conditions under which the task is performed, and any specific cues or indicators to which the performer must respond. When resources or safety requirements limit the conditions, this is stated.

k. Standard. The standard indicates the basis for judging effectiveness of the performance. It consists of a carefully worded statement that identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters and is strictly adhered to. The standard for collective events is general, describing the desired end-state or purpose of the event. While the standard for individual events specifically describe to what proficiency level in terms of accuracy, speed, sequencing, quality of performance, adherence to procedural guidelines, etc., the event is accomplished.

l. Event Components. Describe the actions composing the event and help the user determine what must be accomplished and to properly plan for the event.

m. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the task. They are lower-level events or tasks that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

n. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific mission essential tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate and related events, the events are "chained." The completion of chained events will update sustainment interval credit (and CRP for E-Coded events) for the related subordinate level events.

o. Related Events. Provide a list of all Individual Training Standards that support the event.

p. References. The training references are utilized to determine task performance steps, grading criteria, and ensure standardization of training procedures. They assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. References are also important to the development of detailed training plans.

q. Distance Learning Products (IMI, CBT, MCI, etc.). Include this component when the event can be taught via one of these media methods vice attending a formal course of instruction or receiving MOJT.

r. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel
- Other Support Requirements

s. Miscellaneous. Provide any additional information that assists in the planning and execution of the event. Miscellaneous information may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

2. Community-based T&R manuals have several additional components not found in unit-based T&R manuals. These additions do not apply to this T&R Manual.

1010. CBRNE TRAINING

1. All personnel assigned to the operating force must be trained in chemical, biological, radiological, nuclear, and explosive incident defense (CBRNE), in order to survive and continue their mission in this environment. Individual proficiency standards are defined as survival and basic operating standards. Survival standards are those that the individual must master in order to survive CBRNE attacks. Basic operating standards are those that the

individual, and collectively the unit, must perform to continue operations in a CBRNE environment.

2. In order to develop and maintain the ability to operate in an CBRNE environment, CBRNE training is an integral part of the training plan and events in this T&R Manual. Units should train under CBRNE conditions whenever possible. Per reference (c), all units must be capable of accomplishing their assigned mission in a contaminated environment.

1011. NIGHT TRAINING

1. While it is understood that all personnel and units of the operating force are capable of performing their assigned mission in "every climate and place," current doctrine emphasizes the requirement to perform assigned missions at night and during periods of limited visibility. Basic skills are significantly more difficult when visibility is limited.

2. To ensure units are capable of accomplishing their mission they must train under the conditions of limited visibility. Units should strive to conduct all events in this T&R Manual during both day and night/limited visibility conditions. When there is limited training time available, night training should take precedence over daylight training, contingent on individual, crew, and unit proficiency.

1012. OPERATIONAL RISK MANAGEMENT (ORM)

1. ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission. It is a decision making tool used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM minimizes risks to acceptable levels, commensurate with mission accomplishment.

2. Commanders, leaders, maintainers, planners, and schedulers will integrate risk assessment in the decision-making process and implement hazard controls to reduce risk to acceptable levels. Applying the ORM process will reduce mishaps, lower costs, and provide for more efficient use of resources. ORM assists the commander in conserving lives and resources and avoiding unnecessary risk, making an informed decision to implement a course of action (COA), identifying feasible and effective control measures where specific measures do not exist, and providing reasonable alternatives for mission accomplishment. Most importantly, ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in references (b) and (d).

1013. APPLICATION OF SIMULATION

1. Simulations/Simulators and other training devices shall be used when they are capable of effectively and economically supplementing training on the

identified training task. Particular emphasis shall be placed on simulators that provide training that might be limited by safety considerations or constraints on training space, time, or other resources. When deciding on simulation issues, the primary consideration shall be improving the quality of training and consequently the state of readiness. Potential savings in operating and support costs normally shall be an important secondary consideration.

2. Each training event contains information relating to the applicability of simulation. If simulator training applies to the event, then the applicable simulator(s) is/are listed in the "Simulation" section and the CRP for simulation training is given. This simulation training can either be used in place of live training, at the reduced CRP indicated; or can be used as a precursor training for the live event, i.e., weapons simulators, convoy trainers, observed fire trainers, etc. It is recommended that tasks be performed by simulation prior to being performed in a live-fire environment. However, in the case where simulation is used as a precursor for the live event, then the unit will receive credit for the live event CRP only. If a tactical situation develops that precludes performing the live event, the unit would then receive credit for the simulation CRP.

1014. MARINE CORPS GROUND T&R PROGRAM

1. The Marine Corps Ground T&R Program continues to evolve. The vision for Ground T&R Program is to publish a T&R Manual for every readiness-reporting unit so that core capability METs are clearly defined with supporting collective training standards, and to publish community-based T&R Manuals for all occupational fields whose personnel augment other units to increase their combat and/or logistic capabilities. The vision for this program includes plans to provide a Marine Corps training management information system that enables tracking of unit and individual training accomplishments by unit commanders and small unit leaders, automatically computing CRP for both units and individual Marines based upon MOS and rank (or billet). Linkage of T&R Events to the Marine Corps Task List (MCTL), through the core capability METs, has enabled objective assessment of training readiness in the DRRS.

2. DRRS measures and reports on the readiness of military forces and the supporting infrastructure to meet missions and goals assigned by the Secretary of Defense. With unit CRP based on the unit's training toward its METs, the CRP will provide a more accurate picture of a unit's readiness. This will give fidelity to future funding requests and factor into the allocation of resources. Additionally, the Ground T&R Program will help to ensure training remains focused on mission accomplishment and that training readiness reporting is tied to units' METLs.

LOG T&R MANUAL

CHAPTER 2

MISSION ESSENTIAL TASKS MATRIX

This chapter remains as a placeholder for future use.

LOG T&R MANUAL

CHAPTER 3

COLLECTIVE TRAINING

This chapter remains as a placeholder for future use.

LOG T&R MANUAL

CHAPTER 4

MOS 0402 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 4

MOS 0402 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter contains individual training events for the Logistics Officer.

4001. EVENT CODING

Events in the T&R manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. xxxx-xxxx-xxxx. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0402, indicating that the event is for MOS 0402, Logistics Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	0402-ADMN-XXXX
MAIN	Maintenance Related Programs	0402-MAIN-XXXX
OPS	Operations	0402-OPS-XXXX
PLAN	Planning	0402-PLAN-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

4002. INDEX OF INDIVIDUAL EVENTS

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0402-ADMN-1005	Manage the technical publication control system	4-8
0402-ADMN-1006	Perform facilities management duties	4-9
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0402-ADMN-1008	Supervise equipment maintenance	4-10
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4003. 1000 LEVEL INDIVIDUAL EVENTS

0402-ADMN-1001: Administer a motor transport licensing program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Chief, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the program requirements, assigned personnel, references, and equipment.

STANDARD: To develop properly trained and qualified drivers to meet the unit's mission.

PERFORMANCE STEPS:

1. Adhere to vehicle licensing prerequisites.
2. Ensure that driver history files are properly maintained.
3. Determine unit driver requirements.
4. Implement driver training to support unit's requirements.
5. Audit applications for equipment operator's permit.
6. Determine unit operator requirements.

REFERENCES:

1. MCO 11240.66 Standard Licensing Procedures to Operate Military Motor
2. MCO 5100.19 MC Traffic Safety Program (DRIVESAFE)
3. NAVSEA SWO20-AF-ABK-010 Motor Vehicle Driver Handbook for Ammunition, Explosives and Hazardous Materials
4. NAVSEA SWO20-AG-SAF-010 Navy Transportation Safety Handbook for Ammunition, Explosives and related Hazardous Materials
5. TM 11240-15/3 Motor Transport Technical Characteristics
6. TM 11240-15/4B Motor Transport Technical Characteristics Manual
7. TM 4700-15/1 Marine Corps Ground Equipment Record Procedures

0402-ADMN-1002: Monitor unit table of organization and equipment (T/O&E) allowances

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Maintenance Management Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a using unit account T/O&E.

STANDARD: Properly maintain unit T/O&E allowances to support the unit's mission in adherence to procedural guidelines.

PERFORMANCE STEPS:

1. Identify unit T/E excesses and deficiencies.
2. Supervise the adjustment of the unit table of equipment.
3. Reconcile the unit T/O excesses and deficiencies in conjunction with the other unit staff sections.

REFERENCES:

1. MCO 4400.172 Table of Equipment (T/E) Allowance Change Procedures
 2. MCO 5311.1 Total Force Structure Process (TFSP)
 3. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 4. MCO P4790.2 MIMMS Field Procedures Manual
 5. UM 4400-124 Sassy Using Unit Procedures
-

0402-ADMN-1003: Supervise a unit ammunition account

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirements and appropriate resources.

STANDARD: To ensure ammunition and explosives are accurately accounted for and maintained to support mission requirements.

PERFORMANCE STEPS:

1. Review unit T/O&E.
2. Obtain class V (W) combat training requirements.
3. Adhere to all notices of ammunition reclassification messages.
4. Monitor expenditures associated with the unit ammunition account in conjunction with the unit operations officer.
5. Adhere to the requirements for transportation of ammunition.
6. Adhere to the requirements for field storage of ammunition.
7. Adhere to the handling procedures for ammunition.
8. Submit malfunction and defect reports.
9. Adhere to ammunition accountability procedures.

REFERENCES:

1. MCO 4340.1A Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO 8010.1 Class V(W) SUP FMF CBT OP
4. MCO 8020.10 USMC Ammo & Explosives Safety Policy

5. MCO P8011.4 USMC T/A Class V (W) Material (Peacetime
 6. NAVSEA OP 5 VOL 2 Ammunition & Explosives Ashore Safety Regulation
 7. NAVSEA OP 5 VOL 3 Storage of Ammunition at Advanced Bases
 8. NAVSEA OP 5 Vol 1 Ammunition and Explosives/Ashore Safety Regulations of Handling, Storage, Production, Renovation and Shipping
 9. NAVSEA SWO20-AF-ABK-010 Motor Vehicle Driver Handbook for Ammunition, Explosives and Hazardous Materials
 10. NAVSEA SWO20-AG-SAF-010 Navy Transportation Safety Handbook for Ammunition, Explosives and related Hazardous Materials
 11. OPNAVINST 5530.13 Physical Security
 12. SECNAVINST 5500.4 MLSR Reporting
 13. UM 4400-124 Sassy Using Unit Procedures
-

0402-ADMN-1004: Manage calibration control program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Maintenance Management Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit's T/O&E and the resources.

STANDARD: To ensure all required calibrations are properly conducted.

PERFORMANCE STEPS:

1. Identify test, measurement, and diagnostic equipment (TMDE).
2. Ensure TMDE is properly identified.
3. Direct the submission of equipment for calibration.
4. Audit calibration control records.

REFERENCES:

1. MCO 4733.1 Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP)
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. TI 4733-15 Calibration Requirements Test, Measurement and Diagnostic
 4. TM 4700-15-1/H Marine Corps Equipment Forms and Records
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0402-ADMN-1005: Manage the technical publication control system

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Maintenance Management Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable references, unit equipment and publications requirements, the appropriate forms, T/O&E, and support equipment.

STANDARD: To adhere to unit publication requirements in accordance with published procedures and directives to support operations.

PERFORMANCE STEPS:

1. Adhere to publication requirements using the unit T/O&E and SL 1-2/SL-1-3.
2. Direct the ordering of required publications.
3. Audit the library publication control documents.
4. Conduct publication library inspections.

REFERENCES:

1. MCO 5215.1J USMC Directives System
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. MCO P5215.17 USMC Technical Publications System
 4. MCO P5600.31G Marine Corps Publications and Printing Regulations
 5. NAVMC 2761 Catalog of Publications
 6. SI 5600 SERIES Cancellations, Marine Corps Technical Publications
 7. SL-1-2 Index of Authorized Publication for Equipment Support
 8. SL-1-3 Index of Authorized Publication for Equipment Support
 9. UM 4400-124 Sassy Using Unit Procedures
-

0402-ADMN-1006: Perform facilities management duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Facilities Officer, Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given facilities and the resources.

STANDARD: To ensure assigned facilities support unit requirements.

PERFORMANCE STEPS:

1. Ensure adequate control and accountability of garrison property.
2. Execute a unit facilities management program.
3. Execute a unit facilities maintenance program.

REFERENCES:

1. MCO P11000.7 Facilities Maintenance Management
-

0402-ADMN-1007: Supervise maintenance related programs

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Maintenance Management Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit's T/O&E and the resources.

STANDARD: Execute maintenance programs and maintain equipment readiness per commander's guidance.

PERFORMANCE STEPS:

1. Supervise the Quality Control program.
2. Supervise the Replacement and Evacuation program (R&E).
3. Supervise the Inspect Repair Only As Necessary (IROAN) program.
4. Supervise the Corrosion Prevention and Control Program (CPAC).
5. Supervise the Joint Oil Analysis Program (JOAP).
6. Supervise the operation of the Administrative Storage Program.
7. Implement a maintenance inspection program.

REFERENCES:

1. FED LOG Federal Logistics Data on Compact Disk
2. MCO 4731.1 Oil Analysis Program for Ground Equipment
3. MCO 4733.1 Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP)
4. MCO 4790.18 Corrosion Prevention and Control (CPAC) Program
5. MCO 4855.10 Product Quality Deficiency Report (PQDR)
6. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
7. MCO P4400.82 MIMMS Controlled Item Management Manual
8. MCO P4790.2 MIMMS Field Procedures Manual
9. MCO P5090.2A Environmental Compliance and Protection Manual
10. MCWP 4-11.4 Maintenance Operations
11. SL-3 MCSL Component listing
12. SL-4 Repair, Maintenance, and Management Lists
13. TI 4733-15 Calibration Requirements Test, Measurement and Diagnostic
14. TM 4700-15-1/H Marine Corps Equipment Forms and Records
15. TM-10 Applicable Manuals

0402-ADMN-1008: Supervise equipment maintenance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Maintenance Management Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirements, assigned personnel, equipment, and the references.

STANDARD: Maintain equipment readiness, per the commander's guidance, to support mission requirements.

PERFORMANCE STEPS:

1. Direct the processing of equipment through the maintenance cycle.
2. Supervise commodity maintenance operations.
3. Identify maintenance tasks for a given level of maintenance.
4. Identify equipment maintenance resource requirements.
5. Validate Pre-Expended Bin (PEB) requirements.
6. Direct the research on maintenance and repair parts.
7. Supervise tool control program.
8. Evaluate supply support.

REFERENCES:

1. FED LOG Federal Logistics Data on Compact Disk
 2. MCO 4790.18 Corrosion Prevention and Control (CPAC) Program
 3. MCO 4855.10 Product Quality Deficiency Report (PQDR)
 4. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 5. MCO P4400.82 MIMMS Controlled Item Management Manual
 6. MCO P4790.2 MIMMS Field Procedures Manual
 7. MCO P5090.2A Marine Corps Hazardous Waste Program
 8. MCO P5215.17 USMC Technical Publications System
 9. MCWP 4-11.4 Maintenance Operations
 10. SL-1-2 Index of Authorized Publication for Equipment Support
 11. SL-1-3 Index of Authorized Publication for Equipment Support
 12. SL-3 MCSL Component listing
 13. SL-4 Repair, Maintenance, and Management Lists
 14. TM 4700-15-1/H Marine Corps Equipment Forms and Records
 15. TM-10 Applicable Manuals
-

0402-ADMN-1009: Manage a modification control program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Maintenance Management Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a unit's T/O&E and the resources.

STANDARD: To ensure all required modifications are completed in adherence to procedural guidelines.

PERFORMANCE STEPS:

1. Adhere to the methods of controlling a modifications program.
2. Identify the equipment to be placed in the modification program.
3. Identify the modification instructions applicable to the equipment.
4. Direct the application of the modification.
5. Audit the modification control records.

REFERENCES:

1. MCO P4790.2 MIMMS Field Procedures Manual
 2. MI Applicable Equipment Modification Instruction
 3. SL-1-2 Index of Authorized Publication for Equipment Support
 4. SL-1-3 Index of Authorized Publication for Equipment Support
 5. SL-6 MCSL Applications List
 6. TM 4700-15-1/F Marine Corps Equipment Forms and Records
-

0402-MAIN-1201: Perform maintenance management related functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Maintenance Management Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the personnel and resources,

STANDARD: To ensure optimum equipment operational condition.

PERFORMANCE STEPS:

1. Validate unit force/activity designator (FAD).
2. Monitor use of the Uniformed Material Management Issue and Priority System (UMMIPS).
3. Analyze the maintenance management automated systems input transactions.
4. Identify uses of maintenance management automated systems output reports.
5. Analyze the maintenance management automated systems output reports.
6. Establish repair order and equipment flow procedures.
7. Conduct maintenance management validation/reconciliation.
8. Evaluate unit equipment readiness.
9. Process Marine Corps Automated Readiness Evaluation System (MARES) transactions.
10. Monitor Equipment Repair Order (ERO) bin procedures.

REFERENCES:

1. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
2. MCO 3000.11 MARES/LM2 Reporting System
3. MCO 4400.16 Uniform Materiel Movement and Issue Priority System
4. MCO P3000.13 Marine Corps Status of Resources and Training System (SORTS)
5. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
6. MCO P4790.2 MIMMS Field Procedures Manual
7. MCWP 4-11.4 Commanders Guide to Maintenance

8. TM 4700-15-1/F Marine Corps Equipment Forms and Records
9. UM 4790-5 MIMMS AIS, Field Maintenance Procedures

0402-OPS-1301: Direct limited vision driving operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING:

CONDITION: Provided with a requirement to direct limited vision driving, required equipment, and resources.

STANDARD: To safely meet operational requirements with no injury to personnel or damage to equipment.

PERFORMANCE STEPS:

1. Determine methods of illumination.
2. Determine appropriate visual communications signals.
3. Determine appropriate audio communications signals.
4. Determine appropriate convoy control measures.

REFERENCES:

1. FM 21-305 Manual Front Wheeled Vehicle Driver
 2. FM 55-30 Army Motor Transport Units and Operations
 3. MCRP 4-11.3F Convoy Operations Handbook
 4. TM 11240-14/2 Logistic Consideration for Motor Transport Convoy Operations
-

0402-OPS-1302: Conduct vehicle recovery operations.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING:

CONDITION: Provided with a recovery mission and resources.

STANDARD: To safely meet operational requirements with no injury to personnel or damage to equipment.

PERFORMANCE STEPS:

1. Assess the situation.
2. Identify safety requirements.
3. Direct recovery operations using mechanical advantage.
4. Direct recovery operations using anchors.
5. Supervise field expedient repairs.
6. Determine vehicle recovery methods.

REFERENCES:

1. FM 21-305 Manual Front Wheeled Vehicle Driver
 2. MCRP 4-11.3F Convoy Operations Handbook
-

0402-OPS-1303: Operate a motor pool

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the resources to operate a motor pool to support the unit's mission.

STANDARD: To ensure transportation support requirements are met.

PERFORMANCE STEPS:

1. Monitor the dispatching of equipment.
2. Establish a tactical motor pool as required.
3. Identify maintenance resources.
4. Identify equipment characteristics.
5. Establish a site management plan.
6. Manage a garrison motor pool.

REFERENCES:

1. FMFM 4-9 Motor Transport
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. MCWP 4-11 Tactical-Level Logistics
 4. MCWP 4-11.3 Transportation Operations
 5. TM 11240-15/3 Motor Transport Technical Characteristics
 6. TM 11240-15/4B Motor Transport Technical Characteristics Manual
 7. TM 11240-15/4B Motor Transport Technical Characteristics Manual
 8. TM 11275-15/3C Characteristics of Engineering Equipment
 9. TM 4700-15/1 Marine Corps Ground Equipment Record Procedures
-

0402-OPS-1304: Coordinate a unit movement

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Embarkation Officer, Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to move a unit, the available transportation assets, unit embarkation data, operations order and the references (with or without automated systems).

STANDARD: To ensure movement is completed within the required timeframe.

PERFORMANCE STEPS:

1. Ensure equipment and cargo are certified for embarkation.
2. Formulate the embarkation plan.
3. Ensure personnel are trained to use the current transportation automated systems.
4. Track a unit move by INTRA/INTER theater lift assets.
5. Identify movement control organizations.
6. Ensure dispatching procedures are correct.
7. Prepare aircraft load plans via manual and automated means.
8. Support deployment and distribution planning through the use of automated information systems (AIS).
9. Maintain current unit embarkation library.

REFERENCES:

1. AAR American Association of Railroads
2. CFR 49 Code of Federal Regulations - Transportation
3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
4. MCO 4500.9 Defense Transportation Regulations
5. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
6. MDSS II User's Manual

0402-OPS-1305: Identify ship-to-shore sustainment movement control procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Embarkation Officer, Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operations order and landing plan,

STANDARD: To ensure requests are fulfilled to support the landing plan and subsequent operations ashore.

PERFORMANCE STEPS:

1. Identify tactical logistics (TACLOG) control procedures.
2. Identify established TACLOG communications net for support requirements.

REFERENCES:

1. FMFM 1-14 The Amphibious Task Force Planner
 2. FMFM 4-1 Combat Service Support Ops
 3. JOINT PUB 3-02.1 Landing Force Operations
 4. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 5. MCO 3000.11 MARES/LM2 Reporting System
 6. MCO P3000.18 Marine Corps Planner's Manual
 7. MCO P5231.1 LCM AIS Projects
 8. MCRP 4-11.3D/NWP 22.5 The Naval Beach Group
 9. MCWP 3-31.5 Ship-to-Shore Movement
 10. MCWP 4-1 Logistics Operations
-

0402-OPS-1306: Conduct fording operations for "M" series vehicles

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided with a fording mission, equipment, and resources.

STANDARD: To safely meet operational requirements with no injury to personnel or damage to equipment.

PERFORMANCE STEPS:

1. Ensure vehicle preparation for fording operations.
2. Direct the fording operation.
3. Direct after-action checks and services.

REFERENCES:

1. FM 21-305 Manual Front Wheeled Vehicle Driver
-

0402-OPS-1307: Supervise the operation of a messing facility

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given personnel, facility, and resources.

STANDARD: To ensure appropriate feed plan supports concept of operations.

PERFORMANCE STEPS:

1. Identify subsistence capabilities of the MAGTF.
2. Supervise the operation of a dining facility.
3. Supervise the operation of a field mess.

0402-OPS-1308: Validate a deployable Class IX block

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the support requirements, a unit T/O&E, provided generation package (GENPAK), and Equipment List.

STANDARD: Ensure deployable supply support maintenance requirements are met.

PERFORMANCE STEPS:

1. Coordinate Class IX requirements.
2. Reconcile the generation package (GENPAK) with validated unit Class IX requirements.
3. Reconcile the contents of a Class IX block for deficiencies.
4. Submit recommended changes to deficiencies for the Class IX block.
5. Determine Equipment Density List (EDL).

REFERENCES:

1. MCO 4400.16 Uniform Materiel Movement and Issue Priority System
2. MCO 4710.8 Uniform Criteria for Repair Cost Estimated Used to Determine
3. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
4. MCO P4790.2 MIMMS Field Procedures Manual
5. SECNAVINST 5500.4 MLSR Reporting
6. UM 4400-124 Sassy Using Unit Procedures

0402-OPS-1309: Plan landing support operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to plan throughput operations and the operation order.

STANDARD: To sustain the commander's concept of operations in order to preclude an operational pause.

PERFORMANCE STEPS:

1. Plan for the employment of material handling equipment (MHE).
2. Coordinate the establishment of a beach support area.
3. Coordinate the establishment of a landing zone support area.
4. Coordinate the establishment of arrival and departure airfield control group.
5. Coordinate port operations.
6. Coordinate railhead operations.
7. Coordinate Landing Force Shore Party (LFSP).

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 2. FMFM 1-5 Maritime Prepositioning Force (MPF) OPS
 3. FMFM 4-1 Combat Service Support Ops
 4. FMFM 4-3 MAGTF Landing Support Operations
 5. FMFM 4-6 Movement of Units in Air Force Aircraft
 6. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
 7. JOINT PUB 3-02.1 Landing Force Operations
 8. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 9. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
 10. MCRP 4-11.3 Rigging Operations
 11. MCRP 4-23E Multi-service Helo Sling Load Basic Operations and Equipment
 12. MCWP 3-31.5 Ship-to-Shore Movement
-

0402-OPS-1310: Perform duties as a Watch Officer in an Operations Center

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Embarkation Officer, Logistics Officer, Maintenance Management Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the personnel, facilities, and communications architecture.

STANDARD: To ensure requirements are fulfilled in accordance with procedural guidelines.

PERFORMANCE STEPS:

1. Process requests.
2. Monitor the status of C2 systems.

3. Maintain situational awareness of the common operational picture.
4. Provide situational reports to higher headquarters.
5. Process requests for information (RFI)
6. Monitor Commander's critical information requirements.

REFERENCES:

1. MCRP 5-12A Operational Terms and Graphics
 2. MCWP 4-1 Logistics Operations
 3. MCWP 4-11 Tactical-Level Logistics
 4. MCWP 4-11.3 Transportation Operations
 5. MCWP 4-11.8 Services in an Expeditionary Environment
 6. MCWP 5-1 Marine Corps Planning Process
-

0402-OPS-1311: Coordinate general engineering support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate general engineering resources, materials, commander's guidance, the concept of combat service support.

STANDARD: To ensure requirements are fulfilled.

PERFORMANCE STEPS:

1. Identify the functions of engineering.
2. Identify capabilities of MAGTF engineer units.
3. Identify the characteristics of engineering equipment.
4. Coordinate the employment of engineering assets.

REFERENCES:

1. FMFM 13 MAGTF Engineer Operations
 2. FMFM 4-1 Combat Service Support Ops
 3. MCWP 4-11.4 Maintenance Operations
 4. MCWP 4-11.7 MAGTF Supply Operations
 5. TM 11275-15/3 Technical Characteristics of USMC Engineer Equipment
-

0402-OPS-1312: Support Maritime Prepositioning Forces (MPF) operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a MPF operation, commander's guidance, resources, and operations order.

STANDARD: To employ logistic enablers in support of MPF operations within the commanders' timeline.

PERFORMANCE STEPS:

1. Participate in planning process.
2. Task organize personnel.
3. Task organize equipment.
4. Support unit marshalling and movement operations.
5. Support arrival and assembly operations.
6. Support regeneration operations.
7. Support redeployment operations.
8. Coordinate maintenance support requirements.
9. Coordinate property accounting of assets.

REFERENCES:

1. FMFM 1-5 Maritime Prepositioning Force (MPF) OPS
2. FMFM 4-1 Combat Service Support Ops
3. MCWP 4-11.3 Transportation Operations
4. MCWP 5-1 Marine Corps Planning Process
5. NWP 22-10 MPF Operations
6. Unit SOP

0402-OPS-1313: Conduct Combat Service Support (CSS) planning

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Embarkation Officer, Logistics Officer, Maintenance Management Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operation, commander's guidance, the requirement to provide CSS, access to Automated Information Systems (AIS), and the references.

STANDARD: Ensure logistical support requirements are fulfilled.

PERFORMANCE STEPS:

1. Participate in the staff planning process.
2. Identify support requirements.
3. Identify support requirements unique to the specific operations environment.

4. Submit requests for external support.
5. Task organize CSS assets.
6. Plan for the employment of CSS assets.
7. Coordinate the planning for the employment of Mobile CSSDs.
8. Identify appropriate logistic annexes/appendices.
9. Identify CSS capabilities and deficiencies.
10. Make reconnaissance, establish and display logistics organizations within area of operation (AO).
11. Identify communication requirements for CSS activities.

REFERENCES:

1. FM 9-207 Operations and Maintenance of Ordnance Materiel in Cold Weather
2. FM 90-5 Jungle Operations
3. FMFM 3-1 Command and Staff Action
4. FMFM 4-1 Combat Service Support Ops
5. FMFM 4-9 Motor Transport
6. FMFM 8-1 Special Operations
7. MCO 8010.1 Class V(W) SUP FMF CBT OP
8. MCO P3000.18 Marine Corps Planner's Manual
9. MCO P8011.4 USMC T/A Class V (W) Material (Peacetime)
10. MCWP 4-1 Logistics Operations
11. MCWP 4-11.3 Transportation Operations
12. MCWP 5-1 Marine Corps Planning Process
13. MEU (SOC) Training Handbook
14. OPNAVINST 5530.13 Physical Security

0402-OPS-1314: Advice the commander on logistics matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the commander's guidance, mission, resources and assignment as the unit Logistics Officer.

STANDARD: To provide information to the unit commander to allow commander to make informed operational decisions.

PERFORMANCE STEPS:

1. Recommend the proper employment of logistics personnel.
2. Review logistics related reports.
3. Prepare staff correspondence pertaining to logistics.
4. Advise commander on logistics related matters contained within the SOP.
5. Provide estimate of supportability to commander's concept of operations.
6. Brief the commander on logistics matters.
7. Advise commander on status of MOS related training of logistics personnel.
8. Conduct inspections.

9. Advise commander on methods to source shortfalls in support of commander's concept of operations.
10. Identify MAGTF logistics agencies.

REFERENCES:

1. FMFM 3-1 Command and Staff Action
2. FMFM 4-1 Combat Service Support Ops
3. MCO 5215.1J USMC Directives System
4. MCO P3000.13 Marine Corps Status of Resources and Training System (SORTS)
5. MCO P4400.39 War Reserve Material Policy Manual
6. SECNAVINST 5216.5 Naval Correspondence Manual
7. SECNAVINST M-5210.2 Standard Subject Identification Codes

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Classroom and computer support for training of material.

0402-OPS-1315: Supervise a unit armory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the responsibility to manage a unit armory, T/O&E, facilities, and resources.

STANDARD: To ensure compliance with established orders and procedures.

PERFORMANCE STEPS:

1. Verify unit ordnance allowance.
2. Determine armory storage requirements.
3. Verify weapon maintenance is performed.
4. Provide training all armory personnel.
5. Comply with armory security requirements.
6. Verify compliance with armory security requirements.
7. Verify weapons accountability procedures.
8. Establish field armory.

REFERENCES:

1. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
2. MCO P3000.13 Marine Corps Status of Resources and Training System (SORTS)
3. MCO P4400.82 MIMMS Controlled Item Management Manual
4. MCO P4790.2 MIMMS Field Procedures Manual
5. NAVMATINST 8300.1 Serial Accounting in Level A Packing
6. OPNAVINST 5530.13 Physical Security
7. OPNAVINST 5530.14 Physical Security and Loss Prevention
8. SL 1-1 Introduction to Marine Corps Stocklist & Publications Stocklist

9. SL-1-2 Index of Authorized Publication for Equipment Support
10. TI 4733 SERIES Calibration and TMDE Requirements and Programs
11. TM 4700-15/1H Ground Equipment Record Procedures

0402-OPS-1316: Determine a unit's operational supply requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operation of a specified duration, T/O&E, and the resources.

STANDARD: To estimate of supportability based on computed supply requirements for an operation.

PERFORMANCE STEPS:

1. Review the operation plan or applicable documents for operational support data.
2. Identify classes of supply.
3. Validate a Bill of Material (BOM).
4. Identify inventory shortfalls.

REFERENCES:

1. FM 101-10-1 Staff Officer's Field Manual
2. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
3. MCO P10110.14 Food Service SOP
4. MCO P8011.4 USMC T/A Class V (W) Material (Peacetime)
5. NAVMC 1017 Table of Authorized Materiel
6. UM 4400-124 Sassy Using Unit Procedures

0402-OPS-1317: Conduct convoy operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Motor Transport Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the resources, mission, and a movement/frag order.

STANDARD: To move assets to the specified destination within commander's established time schedule.

PERFORMANCE STEPS:

1. Determine lift requirement.
2. Plan the convoy.
3. Draft a movement order.
4. Direct loading operations.
5. Employ command and control systems.
6. Organize the vehicles for movement.
7. Conduct a convoy commander's brief.
8. Direct the movement of the convoy.
9. Direct the defense of the convoy.
10. Employ navigational methods.
11. Direct vehicle fording operations.
12. Direct vehicle recovery operations.
13. Direct night driving operations.

REFERENCES:

1. 24-AA-ORD-010 Ammunition Unserviceable, Suspended and Limited Use
 2. FM 20-22 Vehicle Recovery Operations
 3. FM 20-30 Battlefield Damage Assessment and Repair
 4. FM 21-305 Manual Front Wheeled Vehicle Driver
 5. FM 55-15 Transportation Reference Data
 6. FM 55-30 Army Motor Transport Units and Operations
 7. FMFM 4-9 Motor Transport
 8. FMFRP 4-34 RECOVERY AND BATTLEFIELD DAMAGE ASSESSMENT AND REPAIR
 9. NAVSEA OP 2239 Explosive Driver Handbook
 10. TM Equipment Technical Manual
 11. TM 11-5855-238-10 AN/PVS 5, 5A, 5B, and 5C
 12. TM 11-5855-262-10-2 AN/PVS 7
 13. TM 11240-14/2 Logistic Consideration for Motor Transport Convoy Operations
 14. VOM Vehicle Operator's Manual
-

0402-PLAN-1401: Identify services support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to provide services support, the concept of combat service support, and the resources.

STANDARD: To recommend the integration of services support into the operations plan.

PERFORMANCE STEPS:

1. Identify services support requirements.
2. Identity services support capabilities.

REFERENCES:

1. FMFM 4-1 Combat Service Support Ops
2. MCWP 4-1 Logistics Operations
3. MCWP 4-11.3 Transportation Operations
4. MCWP 5-1 Marine Corps Planning Process

0402-PLAN-1402: Identify health services support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to provide health services support, the concept of combat service support, and resources.

STANDARD: To ensure support requirements are incorporated into the operations plan.

PERFORMANCE STEPS:

1. Identify the capabilities of Health Service Support (HSS) organizations.
2. Identify casualty evacuation procedures for a given operation.
3. Monitor unit medical readiness.
4. Monitor unit dental readiness.
5. Identify responsibilities of HSS personnel.
6. Monitor special programs.

REFERENCES:

1. MCWP 4-1 Logistics Operations
 2. MCWP 4-11 Tactical-Level Logistics
 3. MCWP 4-11.1 Health Service Support Operations
-

4004. 2000 LEVEL INDIVIDUAL EVENTS

0402-OPS-2011: Create/Validate an MDSS II Export to the Global Transportation Network (GTN) for In-transit Visibility (ITV)

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: When using Air Mobility Command (AMC) assets, in-transit visibility (ITV) standards are required to track unit supplies and equipment through the Global Transportation Network (GTN).

BILLETS: Embarkation Officer, Logistics Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: When tasked with executing or validating an airlift mission, the user/higher headquarters must provide AMC with a list of unit supplies and equipment using an MDSS II export file. This file is called a GTN host export. To accomplish this, the MDSS II data must contain transportation control numbers (TCNs), unit line numbers (ULNs), type pack codes, and all other data fields needed to identify the cargo. A single plan and export file must be created per aircraft load/mission. This/these export file(s) are submitted to AMC prior to the departure of each aircraft.

STANDARD: AMC obtains the GTN host export and ITV is established prior to the departure of the aircraft.

PERFORMANCE STEPS:

1. Assess/determine the lift requirement of unit
2. Assess/determine internal lift capability of unit
3. Compare unit capability against unit requirement
4. Identify any shortfalls
5. Reports shortfalls to higher headquarters
6. Determine most workable solution to integrate lift operations within unit

RELATED EVENTS:

0431-ADMN-1006	0431-LOAD-1020	0431-LOAD-1012
0431-LOAD-1015	0431-OPS-1030	0430-OPS-1007
0491-PLAN-1014		

REFERENCES:

1. CJCSM 3122.12C Joint Operation Planning and Execution System (JOPES) Vol III
2. DTR 4500.9-R Part III Defense Travel Regulations Part III
3. JP 4-0 Doctrine for Logistic Support of Joint Operations
4. JP 4-07 JTTP for Common-User Logistics During Joint Operations
5. Joint Pub 4.01.3 Joint Tactics, Techniques, and Procedures for Movement Control
6. MCRP 4-11.3G Unit Embarkation Handbook
7. MCWP 4-11.3 Transportation Operations
8. Unit SOP

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Require Material Handling Equipment (MHE). Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

UNITS/PERSONNEL: Personnel must be trained as a Pathfinder in order to establish an un-surveyed drop zone. Personnel conducting air drops must be trained as a Jumpmaster.

MISCELLANEOUS:

SPECIAL PERSONNEL CERTS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification as required.

0402-ADMN-2001: Supervise an Environmental Compliance Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Follow-on training can be conducted via base Safety Centers.

MOS PERFORMING: 0402

BILLETS: Logistics Officer, Motor Transport Officer

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the appropriate training, resources, and facilities.

STANDARD: To ensure HAZMAT/waste is properly collected, stored, and disposed.

PERFORMANCE STEPS:

1. Identify hazmat/waste.
2. Identify safety precautions used when handling hazmat/waste.
3. Ensure material safety data sheets are maintained.
4. Identify collection procedures.
5. Identify storage requirements.
6. Identify disposal requirements.
7. Direct disposal of hazmat/waste.
8. Identify training requirements for personnel handling hazmat/waste.
9. Conduct environmental compliance planning for unit field operations.
10. Identify spill responsibility procedures.

REFERENCES:

1. CFR 122 EPA Administered Permit
2. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
3. CFR 49 Code of Federal Regulations - Transportation

4. DCAM 4145.11 Storage & Handling of Hazardous Material
 5. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 6. FM 10-69 Petroleum Supply Point Equipment and Operations
 7. Local Hazardous Waste SOP
 8. MCO 10330.2 Storage/Handling of Compressed Gases
 9. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
 10. MCO P5090.2A Environmental Compliance and Protection Manual
 11. PC-POP III Performance Oriented Packaging (POP) Personal Computer Program
III
 12. TM 3-250 Storage, Shipment, Disposal of Chemical Agents & Hazardous
 13. TM 9-6140-200-14 Lead Acid Batteries 4HN, 2H, 6TN
-

0402-ADMN-2002: Manage a unit's annual exercise/deployment fiscal matters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the commander's guidance, comptroller's input, required fiscal reports, documents and the references.

STANDARD: To ensure the budget is executed in an organized, timely, logical, and accountable manner.

PERFORMANCE STEPS:

1. Participate in preparation of the budget.
2. Participate in the conduct of the mid-year review.
3. Monitor the execution of the budget/spending plan.
4. Advise commander on status of unit spending plan.

REFERENCES:

1. MCO 7510.5 USMC Fraud, Waste & Abuse Oversight Awareness
 2. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
-

0402-OPS-2301: Coordinate transportation support for a unit operation or deployment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the task to coordinate a unit's transportation requirement, the operation order, listing of supplies, equipment, and personnel,

STANDARD: To ensure sufficient transportation assets are available to support unit deployment.

PERFORMANCE STEPS:

1. Review the concept of operations/operations plan to determine specific transportation requirements.
2. Identify U.S. Transportation Command (Strategic Mobility) concept.
3. Formulate an embarkation plan.
4. Forecast lift requirements.
5. Provide input regarding Force Deployment Planning and Execution.
6. Prepare requests for transportation.
7. Submit transportation requirements to higher headquarters.
8. Disseminate a movement schedule to the appropriate units.
9. Supervise embarkation/movement staging area.
10. Review the operations plan to determine specific transportation requirements.
11. Support deployment and distribution planning through the use of automated information systems (AIS).

REFERENCES:

1. AMCPAM 36-1 AMC Affiliation Program Airlift Planners Course
 2. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
 3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 4. MCO 4630.6 Military Airlift Command Requirement
 5. MCO P4450.12 Storage and Handling of Hazardous Materials
 6. MCO P4600.7 USMC Transportation Manual
 7. MCO P5090.2A Environmental Compliance and Protection Manual
 8. TM Equipment Technical Manual
 9. TM 11240-15/3 Motor Transport Technical Characteristics
 10. TM 11275-15/3 Technical Characteristics of USMC Engineer Equipment
 11. TM 4700-15/1 Marine Corps Ground Equipment Record Procedures
-

0402-OPS-2302: Provide logistic support for amphibious operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a MAGTF, operations order, and resources.

STANDARD: To support MAGTF mission in order to preclude an operational pause.

PERFORMANCE STEPS:

1. Prepare CSS requests for ship-to-shore movement of CSS assets.
2. Submit CSS requests to the appropriate sea-based location in the required format.
3. Coordinate transportation for the requested CSS with the appropriate ship-to-shore movement coordination agency.
4. Monitor the requested support movement ashore.
5. Organize a TACLOG.

REFERENCES:

1. JOINT PUB 3-02.1 Landing Force Operations
 2. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 3. MCO 3000.11 MARES/LM2 Reporting System
 4. MCO P3000.18 Marine Corps Planner's Manual
 5. MCO P5231.1 LCM AIS Projects
 6. MCRP 4-11.3D/NWP 22.5 The Naval Beach Group
 7. MCWP 3-31.5 Ship-to-Shore Movement
 8. MCWP 4-1 Logistics Operations
 9. MCWP 4-11 Tactical-Level Logistics
-

0402-OPS-2303: Plan a Maritime Prepositioning Forces (MPF) operation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Follow on training can be conducted at EWTG PAC/LANT and also MPF MTT.

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an MPF operation, access to automated information systems (AIS), and resources.

STANDARD: To ensure MPF assets are received by the appropriate MAGTF element and regeneration, assets are returned to the correct MPF lift asset, in adherence to procedural guidelines.

PERFORMANCE STEPS:

1. Coordinate with MPF command and control agencies.
2. Task organize MPF enablers.
3. Coordinate unit marshalling and movement operations.
4. Coordinate arrival and assembly operations.
5. Coordinate with MAGTF command elements for reception/staging of MPF assets.
6. Coordinate regeneration operations.
7. Coordinate redeployment operations.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 2. MCBul 3501 MPF Marine Expeditionary Brigade (MEB) Force List
 3. MCWP 3-31.5/FMFM 1-8 Ship-to-Shore Movement
 4. MCWP 3-32 Maritime Pre-positioning Force (MPF) Operations
 5. MCWP 4-1 Logistics Operations
 6. MCWP 4-11 Tactical-Level Logistics
 7. MCWP 5-1 Marine Corps Planning Process
 8. NAVMC 2907 MPF Prepositioning Objective
 9. NWP 22-10 MPF Operations
 10. OH 1-5-1 Tri-MEF Maritime Pre-positioning Force Standing Operating Procedure
-

0402-OPS-2304: Coordinate logistics support for Personnel Retrieval and Processing (PRP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0402

BILLETS: Logistics Officer

GRADES: CAPT, MAJ

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the appropriate training, resources, personnel, facilities and the requirement to support personnel retrieval and processing operations.

STANDARD: To ensure proper handling of human remains and personal effects in adherence to procedural guidelines.

PERFORMANCE STEPS:

1. Support recovery operations.
2. Supervise identification functions.
3. Coordinate final disposition of human remains.
4. Coordinate final disposition of personal effects.

REFERENCES:

1. FM 10-64 Mortuary Affairs Operations
 2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations
-

0402-OPS-2305: Supervise In-Transit Visibility Asset Tracking

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0402

BILLETS: Embarkation Officer, Logistics Officer

GRADES: 2NDLT, 1STLT, CAPT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit movement requirement, LOGAIS, asset tracking equipment, and the resources.

STANDARD: To ensure assets are positively tracked while in transit.

PERFORMANCE STEPS:

1. Determine deployment ITV requirements.
2. Verify asset tracking using LOGAIS and joint AIT systems.
3. Determine unit Automated Identification Technology (AIT) requirements.
4. Ensure personnel are trained in AIT functions.

REFERENCES:

1. CMC DCI RFID RFID Implementation Plan
2. DTR 4500.9-R Defense Transportation Regulation
3. DTR 4500.9-R Part III Defense Travel Regulations Part III
4. LOGAIS HM Logistics Operations Automated Information System, User's Help Manual
5. MCO P4000.51A Automatic Identification Technology (AIT) Policy Manual
6. RFID ITV ITV Server Guide
7. RFID OPS RFID Operations Guide
8. RFID TAG MAN RFID Manual and Tag Placement Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with LOGAIS and internet connectivity

LOG T&R MANUAL

CHAPTER 5

MOS 0405 INDIVIDUAL EVENTS

This chapter remains as a placeholder for future use. The 0405 Aerial Delivery Officer Military Occupational Specialty (MOS) was recently converted from a Skills Designator. Training events will be developed for this MOS in the future.

LOG T&R MANUAL

CHAPTER 6

MOS 0407 INDIVIDUAL EVENTS

This chapter remains as a placeholder for future use. The 0407 Personnel Retrieval and Processing Officer Military Occupational Specialty (MOS) was recently converted to a Logistics specialty. Training events will be developed for this MOS in the future.

LOG T&R MANUAL

CHAPTER 7

MOS 0411 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 7

MOS 0411 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter contains individual training events for the Maintenance Management Specialist.

7001. EVENT CODING

Events in the T&R manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. xxxx-xxxx-xxxx. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0411, indicating that the event is for MOS 0411, Maintenance Management Specialist.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	0411-ADMN-XXXX
OPS	Operations	0411-OPS-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

7002. INDEX OF INDIVIDUAL EVENTS

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0411-ADMN-1001	Manage Maintenance Administrative Policy	7-5
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0144-OPS-1308	Monitor Reporting Responsibilities for Maintenance Production Functions	7-11
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0411-ADMN-2001	Monitor the Implementation of Maintenance Administration Policy	7-14
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7003. 1000 LEVEL INDIVIDUAL EVENTS

0411-ADMN-1001: Manage Maintenance Administrative Policy

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given maintenance management directives and maintenance related inspection checklist.

STANDARD: To maintain an up-to-date maintenance management program.

PERFORMANCE STEPS:

1. Review higher headquarters policy letters, orders and directives.
2. Maintain a maintenance management and command office correspondence file.
3. Prepare maintenance management related correspondence and files.
4. Maintain appropriate maintenance related inspection checklist.

REFERENCES:

1. MCO P4790.1 MIMMS Introduction Manual
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. MCWP 4-11.4 Maintenance Operations
-

0411-ADMN-1002: Maintain Billet Correspondence Procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain a maintenance management program.

STANDARD: To ensure continuity in day-to-day operations.

PERFORMANCE STEPS:

1. Maintain maintenance management office references.
2. Identify the requirement to establish a desktop folder, turnover folder and a Maintenance Management Standard Operating Procedure order.
3. Determine the elements of a desktop folder, turnover folder and a Maintenance Management Standard Operating Procedure order.
4. Identify the billets required to maintain a desktop folder and turnover folder.

5. Assist commodity maintenance section personnel with establishing appropriate desktop folder or turnover binder.
6. Maintain appropriate desktop folder or turnover folder.

REFERENCES:

1. MCO P4790.1 MIMMS Introduction Manual
2. MCO P4790.2 MIMMS Field Procedures Manual
3. MCWP 4-11.4 Maintenance Operations

0411-ADMN-1003: Conduct Maintenance Personnel and Equipment Allowance Reviews

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to conduct maintenance personnel and equipment allowance reviews, and copy of the unit's TO/E.

STANDARD: To validate the capability of the unit to maintain authorized equipment to a specified or specific condition.

PERFORMANCE STEPS:

1. Identify the information system used to obtain a unit's TO&E.
2. Obtain the TO&E.
3. Identify the form required to submit a change to established/planned personnel and equipment allowances.
4. Prepare a report of the findings for the maintenance personnel and equipment allowance review.
5. Recommend a Table of Organization & Equipment Change Request (TOECR) if required.

REFERENCES:

1. MCO 5311.1 Total Force Structure Process (TFSP)
2. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
3. MCO P4790.2 MIMMS Field Procedures Manual

0411-ADMN-1004: Maintain Technical Publication Control Management Systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to maintain technical publication control and management systems and the unit's current Publication Listing (PL).

STANDARD: To ensure the most current information is available to maintenance personnel.

PERFORMANCE STEPS:

1. Review TO&E to identify publications required to support the unit's mission.
2. Conduct on-hand publications inventory.
3. Order deficiencies.
4. Process receipt of publications from the DCP.
5. Update applicable Publications Listings as required.
6. Incorporate changes to publications.
7. Submit the NAVMC 10772 Form to recommend changes to applicable technical publications.
8. Dispose of excess or superseded publications in accordance with local standard operating procedures.

REFERENCES:

1. MCO P4790.2 MIMMS Field Procedures Manual
 2. MCO P5215.17 USMC Technical Publications System
 3. SL-1-2 Index of Authorized Publication for Equipment Support
 4. SL-1-3 Index of Authorized Publication for Equipment Support
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0411-OPS-1301: Maintain Equipment Maintenance Resource Records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the assignment and the appropriate accountability resources.

STANDARD: To maintain accurate status of equipment being maintained.

PERFORMANCE STEPS:

1. Maintain an equipment accountability file.
2. Validate that equipment maintenance resource records are updated promptly when changes in status occur.
3. Validate maintenance resource records with actual equipment condition.
4. Reconcile equipment accountability with Supply section's records.
5. Conduct verification of Maintenance Resource Record (MRR) information.

REFERENCES:

1. MCO 3000.11 MARES/LM2 Reporting System
2. MCO 4400.16 Uniform Materiel Movement and Issue Priority System
3. MCO P4790.1 MIMMS Introduction Manual

4. MCO P4790.2 MIMMS Field Procedures Manual
 5. TM 4700-15/1H Ground Equipment Record Procedures
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0411-OPS-1302: Maintain MIMMS Automated System

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement to maintain the MIMMS AIS, personal computers and installation software.

STANDARD: To accurately identify and report equipment maintenance requirements and condition status.

PERFORMANCE STEPS:

1. Install supporting MIMMS AIS software programs/applications.
2. Update MIMMS AIS software programs/application files.
3. Identify applicable MIMMS AIS equipment maintenance and readiness transactions.
4. Induct MIMMS AIS equipment maintenance and readiness transactions
5. Execute MIMMS AIS Transaction File Update, courier and history procedures.
6. Identify applicable maintenance and readiness transaction errors which fail to process.
7. Re-induct transactions as required for processing.
8. Report deficiencies in using MIMMS AIS software.
9. Conduct data assurance on MIMMS AIS transactions data elements.

REFERENCES:

1. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
 2. MCO 3000.11 MARES/LM2 Reporting System
 3. MCO 4400.16 Uniform Materiel Movement and Issue Priority System
 4. MCO P4790.2 MIMMS Field Procedures Manual
 5. TM 4700-15/1H Ground Equipment Record Procedures
 6. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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0411-OPS-1303: Review Maintenance Information Systems Reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate resources, and output reports.

STANDARD: To provide a daily accurate discrepancy report to the Maintenance Management Chief and maintenance personnel.

PERFORMANCE STEPS:

1. Examine the MIMMS AIS output reports.
2. Induct MIMMS AIS transactions to correct reporting errors and trends.
3. Conduct information assurance on MIMMS AIS reports data elements.
4. Process distribution of MIMMS AIS output reports to supported commodity maintenance personnel.
5. Obtain User ID to access supporting maintenance information databases.
6. Retrieve maintenance information and reports from supporting databases.
7. Export and manipulate retrieved maintenance information to produce briefing requirement reports to higher headquarters.

REFERENCES:

1. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
 2. MCO 3000.11 MARES/LM2 Reporting System
 3. MCO 4400.16 Uniform Materiel Movement and Issue Priority System
 4. MCO P4790.2 MIMMS Field Procedures Manual
 5. TM 4700-15/1H Ground Equipment Record Procedures
 6. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
-

0411-OPS-1304: Conduct Maintenance-Related Training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a list of training requirements and a training schedule.

STANDARD: To ensure required hours of training are achieved to maintain efficiency and effectiveness.

PERFORMANCE STEPS:

1. Conduct a Military Occupational Specialty (MOS) Training & Readiness (T&R) task evaluation.
2. Review current training schedule
3. Conduct and document maintenance and maintenance management-related training.
4. Document maintenance and maintenance management-related training.

REFERENCES:

1. MCO P4790.2 MIMMS Field Procedures Manual
 2. MCRP 3-0 A Unit Training Management Guide
 3. MCRP 3-0B How to Conduct Training
-

0411-OPS-1305: Conduct Maintenance Requirements Reconciliation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate resources to conduct reconciliation.

STANDARD: To determine status of pending requisitions or actions registered to support maintenance production.

PERFORMANCE STEPS:

1. Review outstanding maintenance resource records.
2. Reconcile repair parts and layette bins.
3. Reconcile pre-expended bins.
4. Reconcile shop over-head items.
5. Ensure all deficient repair parts, secondary repairable, and supplies are on order.
6. Compare authorized stockage levels to pending requirements.
7. Determine accountability procedures to accurately account for received items.
8. Reconcile equipment condition to Maintenance Information Systems reports.
9. Check Maintenance Information systems recorded maintenance requirements for accuracy and completeness.
10. Review Maintenance Information Systems reports to verify that all receipted canceled and scrounged items transactions properly processed and recorded.
11. Reconcile that existing requisitions provide a current and acceptable supply status.
12. Reconcile any external or intermediate support requirements with supporting activity.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
 2. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
 3. MCO 3000.11 MARES/LM2 Reporting System
 4. MCO 4400.150E Consumer Level Supply Policy Manual
 5. MCO 4733.1 Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP)
 6. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 7. MCO P4400.82 MIMMS Controlled Item Management Manual
 8. MCO P4790.3 MIMMS Depot Policy Manual
 9. TI 4733-15 Calibration Requirements Test, Measurement and Diagnostic
 10. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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0411-OPS-1306: Review Tool Allowance Control Procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable TO&E, MIMMS AIS output reports, Supply Activities Support System (SASSY) management reports, and applicable inventory extracts.

STANDARD: To ensure complete accountability, availability, and serviceability.

PERFORMANCE STEPS:

1. Identify all tool sets, kits, chests, and controlled tools authorized on the unit's TO&E and special allowance listings.
2. Reconcile the TO&E with applicable supply reports.
3. Determine if tool inventories are being conducted and documented at the required time intervals.
4. Inspect for tool accountability
5. Inspect for tool availability.
6. Inspect for tool serviceability.
7. Determine if requisitions have been placed on order for identified deficiencies.

REFERENCES:

1. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. TM 4700-15/1H Ground Equipment Record Procedures
 4. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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0411-OPS-1307: Conduct Maintenance Requirements Validation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the equipment maintenance resource records.

STANDARD: To ensure the efficiency of the maintenance production procedural actions.

PERFORMANCE STEPS:

1. Validate actual equipment condition status.
2. Review equipment maintenance resource records.
3. Document appropriate corrective actions.
4. Process appropriate maintenance information system transaction to update report.
5. Validate maintenance information systems input transactions.
6. Validate equipment category code and priority designators.
7. Inventory repair part bins to compare equipment resource documents to actual materiel on hand.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
 2. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
 3. MCO 3000.11 MARES/LM2 Reporting System
 4. MCO 4400.150E Consumer Level Supply Policy Manual
 5. MCO 4400.16 Uniform Materiel Movement and Issue Priority System
 6. MCO 4733.1 Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP)
 7. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 8. MCO P4400.82 MIMMS Controlled Item Management Manual
 9. MCO P4790.3 MIMMS Depot Policy Manual
 10. MCWP 4-11.4 Commanders Guide to Maintenance
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0411-OPS-1308: Monitor Reporting Responsibilities for Maintenance Production Functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate resources and guidance, maintenance resource records and maintenance schedules

STANDARD: To accurately report adherence.

PERFORMANCE STEPS:

1. Report violations of the basic maintenance management procedures.
2. Validate scheduled and unscheduled maintenance production function requirements procedural steps.
3. Validate the maintenance resources records are updated as required.
4. Identify equipment exceeding the maximum maintenance cycle time.
5. Track the processing of equipment submitted through the Recoverable Items Program (WIR).
6. Track the processing of secondary repairable items inducted for exchange through the Repairable Issue Point (RIP).
7. Track pre-expended bin item identification and usage.
8. Track the use of repair parts.
9. Establish the availability and use of technical information and resources.
10. Conduct liaison with internal and external support activities.

REFERENCES:

1. MCO 3000.11 MARES/LM2 Reporting System
 2. MCO P4790.1 MIMMS Introduction Manual
 3. MCO P4790.2 MIMMS Field Procedures Manual
 4. MCWP 4-11.4 Maintenance Operations
 5. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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0411-OPS-1309: Assist in the Preparation of Maintenance Resource Records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Specialist

GRADES: PVT, PFC, LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate the resources.

STANDARD: To verify accuracy of all recorded information.

PERFORMANCE STEPS:

1. Validate maintenance resource record transaction information.
2. Identify applicable Maintenance Resource Records to be prepared by maintenance personnel.
3. Review applicable maintenance resource records.
4. Conduct verification of Maintenance Resource Record (MRR) data elements.

REFERENCES:

1. MCO P4790.1 MIMMS Introduction Manual
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. MCWP 4-11.4 Maintenance Operations
 4. TM 4700-15/1 Marine Corps Ground Equipment Record Procedures
 5. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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7004. 2000 LEVEL INDIVIDUAL EVENTS

0411-ADMN-2001: Monitor the Implementation of Maintenance Administration Policy

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT, SSGT, GYSGT, MSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the maintenance related checklist.

STANDARD: To maintain an up- to-date maintenance management program.

PERFORMANCE STEPS:

1. Review higher headquarters and command policy letters, orders and directives.
2. Maintain a maintenance management office correspondence file.
3. Prepare maintenance management-related correspondence and files.
4. Maintain appropriate maintenance and maintenance-related inspection checklist.
5. Ensure shop safety program is established.
6. Coordinate maintenance personnel requirements and assignments.

REFERENCES:

1. MCO P4790.1 MIMMS Introduction Manual
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. MCWP 4-11.4 Maintenance Operations
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0411-ADMN-2002: Coordinate Technical Publication Control Management Procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0411

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given access to the Publications Library Management System (PLMS), and the unit's Publication Listing (PL).

STANDARD: To ensure required publications are available to support maintenance efforts.

PERFORMANCE STEPS:

1. Review TO&E to identify publications required to support the unit's mission.
2. Ensure incorporate changes are made to publications.
3. Ensure the Back Order Validation (BOV) requirements.
4. Conduct annual technical publication review.
5. Inspect technical publication library procedures.
6. Ensure required publications are identified on the publication listing (PL) of the unit publication control point.
7. Ensure the distribution control point follows the procedures.
8. Ensure on-hand allowances match the publications list requirements.
9. Direct the requisitions of required publications.
10. Ensure publication libraries are properly maintained.

REFERENCES:

1. MCO 5215.1J USMC Directives System
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. MCO P5215.17 USMC Technical Publications System
 4. SL-1-2 Index of Authorized Publication for Equipment Support
 5. SL-1-3 Index of Authorized Publication for Equipment Support
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0411-OPS-2301: Manage Maintenance-Related Training Program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the resources.

STANDARD: To ensure that appropriate personnel are properly trained.

PERFORMANCE STEPS:

1. Identify maintenance and maintenance management training requirements.
2. Assist maintenance personnel in the development and maintenance of related training materiel.
3. Maintain the training plan.
4. Maintain the training schedule.
5. Verify required training hours are conducted and documented in the annual training plan.
6. Provide training to deploying unit personnel on deployed procedures.
7. Conduct Maintenance AIS training.
8. Coordinate with higher headquarters to affect training in special procedures required by new information systems.
9. Conduct maintenance related training.
10. Evaluate maintenance related training.

REFERENCES:

1. MCO P4790.2 MIMMS Field Procedures Manual

2. MCRP 3-0 A Unit Training Management Guide
3. MCRP 3-0B How to Conduct Training

0411-OPS-2302: Monitor the Operation of Maintenance AIS Functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0411

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a computer with access to the Automated Information System (AIS) software.

STANDARD: To ensure mainframe database files are updated.

PERFORMANCE STEPS:

1. Review all Maintenance AIS functions.
2. Approve the installation of the Unit Identification Code (UIC) file, Table of Authorized Material (TAM) file, identification standards file.
3. Coordinate installation of program changes.
4. Ensure the Maintenance and Supply AIS interface is operating correctly and the databases are in agreement.
5. Monitor AIS input, production, and distribution procedures.
6. Process request from Major Subordinate Commands (MSC) to modify the Activity Address (AA) File.

REFERENCES:

1. MCO P4790.2 MIMMS Field Procedures Manual
2. PC MIMMS Tech Guide PC MIMMS Technical Guide
3. TM 4420-15/1 Life Cycle Logistics Support
4. TM 4700-15/1H Ground Equipment Record Procedures
5. UM 4400-124 Sassy Using Unit Procedures
6. UM 4790-5 MIMMS AIS, Field Maintenance Procedures

0411-OPS-2303: Review Maintenance Resource Records

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the applicable resource records.

STANDARD: To verify accuracy of all recorded information.

PERFORMANCE STEPS:

1. Verify maintenance resource record transaction.
2. Ensure source documents are opened and accepted in Maintenance AIS.
3. Inspect maintenance resource records.

REFERENCES:

1. MCO P4790.1 MIMMS Introduction Manual
 2. MCO P4790.2 MIMMS Field Procedures Manual
 3. MCWP 4-11.4 Maintenance Operations
 4. TM 4700-15/1 Marine Corps Ground Equipment Record Procedures
 5. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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0411-OPS-2304: Monitor Maintenance Production Cycle Requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the applicable TO&E, MIMMS AIS output reports, maintenance information databases, and SASSY management reports.

STANDARD: To evaluate the efficiency and quality assurance of maintenance production processes and procedures.

PERFORMANCE STEPS:

1. Coordinate scheduling for command directed maintenance stand-down operations.
2. Validate maintenance personnel and equipment allowance reviews.
3. Provide guidance for equipment exceeding the maximum maintenance cycle time (MMCT).
4. Validate scheduled and unscheduled maintenance production requirement procedural steps as equipment is processed through the maintenance cycle.
5. Track pre-expended bin identification and usage procedural guidelines.
6. Evaluate intermediate level equipment maintenance, supply validation and reconciliation procedures.
7. Conduct a functional area capability assessment.
8. Monitor quality assurance programs effectiveness.
9. Assist in operational planning efforts.
10. Verify the establishment of effective calibration control procedures.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
3. MCO 3000.11 MARES/LM2 Reporting System
4. MCO 4733.1 Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP)
5. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual

6. MCO P4400.82 MIMMS Controlled Item Management Manual
7. MCO P4790.2 MIMMS Field Procedures Manual
8. SL-1-2 Index of Authorized Publication for Equipment Support
9. SL-1-3 Index of Authorized Publication for Equipment Support
10. TI-4733-15/1D TMDE Calibration & Maintenance Program
11. UM 4790-5 MIMMS AIS, Field Maintenance Procedures

0411-OPS-2305: Manage Maintenance Production Supply Support Requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the applicable TO&E, MIMMS AIS output reports, maintenance information databases, SASSY management reports, and maintenance source documents.

STANDARD: To analyze the accountability and status of maintenance production requirements.

PERFORMANCE STEPS:

1. Identify new equipment fielding plans.
2. Review procedures for the maintenance and supply support of all equipment.
3. Monitor maintenance and supply validation and reconciliation procedural actions.
4. Prepare a validation and reconciliation schedule to support commodity maintenance level of operations.
5. Identify supply support programs available to sustain maintenance production operations.
6. Identify equipment allowance deficiencies to support the maintenance production operations.
7. Assist in the preparation of maintenance field budget formulation requirements.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
 2. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
 3. MCO 3000.11 MARES/LM2 Reporting System
 4. MCO 4733.1 Marine Corps Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Maintenance Program (CAMP)
 5. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 6. MCO P4400.82 MIMMS Controlled Item Management Manual
 7. MCO P4790.2 MIMMS Field Procedures Manual
 8. TI 4733-15 Calibration Requirements Test, Measurement and Diagnostic
 9. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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0411-OPS-2306: Conduct Equipment Condition Readiness Reporting Requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Maintenance Management Chief

GRADES: CPL, SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the MIMMS AIS output reports, maintenance information databases, and SASSY management reports.

STANDARD: To analyze the accuracy of reporting authorized equipment maintenance requirements and operational condition status.

PERFORMANCE STEPS:

1. Review TO&E to identify MARES reportable equipment.
2. Verify status of non-mission capable or deadline assets.
3. Conduct maintenance related inspections.
4. Analyze pertinent equipment condition information from the Maintenance and Supply AIS output reports and information tools.
5. Identify reporting errors or trends in maintenance and supply processes and procedures.
6. Conduct a materiel readiness brief.
7. Monitor the induction of equipment into maintenance related programs as directed by higher headquarters.
8. Determine supportable course (s) of action to mitigate current readiness posture situation.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
3. MCO 3000.11 MARES/LM2 Reporting System
4. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
5. MCO P4790.2 MIMMS Field Procedures Manual
6. UM 4790-5 MIMMS AIS, Field Maintenance Procedures

LOG T&R MANUAL

CHAPTER 8

MOS 0430 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 8

MOS 0430 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter contains individual training events for the Embarkation Officer.

8001. EVENT CODING

Events in the T&R manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0430, indicating that the event is for MOS 0430, Embarkation Officer.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	0430-ADMN-XXXX
OPS	Operations	0430-OPS-XXXX
PLAN	Planning	0430-PLAN-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

8002. INDEX OF INDIVIDUAL EVENTS

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8003. 2000 LEVEL INDIVIDUAL EVENTS

0430-ADMN-2001: Conduct unit level embarkation inspections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit's Automated Information System (AIS) data list, applicable checklists and commander's guidance.

STANDARD: To verify unit embarkation readiness.

PERFORMANCE STEPS:

1. Obtain appropriate embarkation checklist(s).
2. Coordinate and publish inspection schedule.
3. Conduct inspection and report results.
4. Ensure corrective actions are taken.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 2. Joint Publication 3-02 Joint Doctrine for Amphibious Operations
 3. LOGAIS UM Logistics Automated Information System User's Manual
 4. TM 4750-15/2 Painting and Registration Marking for Marine Corps Combat and
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0430-ADMN-2002: Compute the estimated cost of transportation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a Training Exercise Execution Plan (TEEP), unit embarkation data, historical data and applicable commercial or military transportation rate tables.

STANDARD: To accurately capture transportation cost.

PERFORMANCE STEPS:

1. Determine the number and type of transportation vehicles required.
2. Determine the applicable cost rate tables to use.

3. Calculate the estimated cost for movement of personnel, supplies, cargo, and equipment for each type of conveyance required.
4. Calculate the total transportation cost.
5. Compare total transportation cost estimate to annual budget.
6. Report budget deficiencies

REFERENCES:

1. ACART Applicable Commercial Airlift Rate Tables
 2. AFR 76-11 US Government Airlift Rates
 3. AMC (R) AMC Airlift Rates
 4. MCO 4610.35 USMC Equipment Characteristics File
 5. Unit SOP
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0430-OPS-2301: Conduct embarkation operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1

INITIAL TRAINING SETTING: MOJT

CONDITION: Given deploying units, working personnel, necessary tools and equipment and concept of operations.

STANDARD: To meet required delivery dates stated in the concept of operations.

PERFORMANCE STEPS:

1. Receive notional Time Phased Force Deployment Data (TPFDD)
2. Utilize LOGAIS to validate transportation footprint in order to meet operational requirements
3. Utilize automated load planning systems to reflect load plan requirements
4. Publish Naval correspondence in order to produce movement plan.
5. Inspect preparation of cargo and transportation documentation.
6. Coordinate internal/external movement agencies.
7. Supervise the execution of movement.
8. Track and report movement of all cargo and personnel.

REFERENCES:

1. CFR 49 Hazardous Materials
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 4. MCWP 3-31.5 Ship-to-Shore Movement
 5. MCWP 5-1 Marine Corps Planning Process
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0430-OPS-2302: Coordinate ship-to-shore movement

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the assignment as a member of the landing force, an amphibious operation, operations order, and landing plan.

STANDARD: To execute the MAGTF mission per the concept of operations.

PERFORMANCE STEPS:

1. Monitor communications to track the execution of the offload.
2. Coordinate transportation for assets with appropriate ship-to-shore movement coordination agency.
3. Monitor all ship to shore movement.
4. Construct and implement offload plan.
5. Coordinate the offload rehearsal.
6. Ensure appropriate agencies have the required documentation to execute the landing plan.

REFERENCES:

1. JOINT PUB 3-02.1 Landing Force Operations
 2. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 3. MCWP 3-31.5/FMFM 1-8 Ship-to-Shore Movement
 4. MCWP 4-11 Tactical-Level Logistics
 5. NWP 22-3 Ship-to-Shore Movement
 6. NWP 22-5 The Naval Beach Group
 7. Unit SOP
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0430-OPS-2303: Supervise In-Transit Visibility (ITV) Asset Tracking Functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

GRADES: WO-1, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a movement requirement, LOGAIS, asset tracking equipment and unit embarkation data.

STANDARD: to establish complete asset tracking during a unit movement.

PERFORMANCE STEPS:

1. Determine deployment ITV requirements
2. Verify asset tracking using LOGAIS and joint Automated Information

- Technology (AIT) systems
3. Determine unit AIT requirements.
 4. Ensure personnel are trained in AIT functions.

REFERENCES:

1. CMC DCI RFID Implementation Plan
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
-

0430-OPS-2304: Use Automated Information Systems (AIS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an Operation Plan (OPLAN), access to AIS, operational data, commander's guidance and the references.

STANDARD: To accurately support the operational planners preparing for deployment.

PERFORMANCE STEPS:

1. Ensure accurate unit/movement data is prepared in current automated unit database system.
2. Load an amphibious and MSC (including MPF) ship(s) utilizing current automated ship loading system.
3. Load an Air Mobility Command or Civil Reserve Air Fleet (CRAF) aircraft utilizing the current automated aircraft loading system.
4. Utilize LOGAIS to create Unit Deployment List (UDL) in support of commander guidance.
5. Review Joint Deployment System (JDS) input and output.

REFERENCES:

1. CFR 49 Hazardous Materials
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 4. LOGAIS HM Logistics Operations Automated Information System, User's Help Manual
 5. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
-

0430-OPS-2305: Supervise the preparation of supplies and equipment for embarkation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given supplies and equipment to be embarked.

STANDARD: To achieve joint inspections standards.

PERFORMANCE STEPS:

1. Inspect the supplies and equipment for transportability.
2. Inspect the mobile loading of supplies and equipment.
3. Inspect the building and loading of 463L pallets.
4. Inspect the loading and banding of warehouse pallets.
5. Identify hazardous materiel and cargo.
6. Inspect equipment center of balance computation.
7. Inspect required documentation.
8. Ensure proper staging of supplies and equipment.

REFERENCES:

1. CFR 49 Hazardous Materials
 2. CMC DCI RFID RFID Implementation Plan
 3. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 4. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 5. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
-

0430-OPS-2306: Perform combat cargo operational duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Combat Cargo Officer

GRADES: CWO-2

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the assignment as the Combat Cargo Officer and provided a Combat Cargo Assistant.

STANDARD: To provide constant support to deployed forces.

PERFORMANCE STEPS:

1. Advise the commanding officer on plans for loading and off loading troop cargo.
2. Prepare, correct, maintain, and distribute Ship Loading Characteristic Pamphlet (SCLP), Embarked Troop Regulations, and LFORM Supplements.
3. Establish and maintain liaison with the Landing Force.
4. Provide the Landing Force with a current inventory of USMC LFORM/MLA.
5. Supervise the loading and offloading of all landing force personnel, supplies, and equipment.
6. Coordinate with Naval staff to support Landing Force requirements.

RELATED EVENTS:

0481-ADMN-1003	0431-PLAN-2401	0431-ADMN-2008
0481-ADMN-2002	0481-ADMN-2001	0481-OPS-1305
LOG-OPS-3301	0431-OPS-2307	0431-OPS-2304
0491-OPS-2305	0481-OPS-2303	0481-LOAD-1102
0481-LOAD-1101	0481-LOAD-2102	0481-RIG-1501
0481-ADMN-1002		

REFERENCES:

1. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
 2. CFR 49 Code of Federal Regulations - Transportation
 3. CFR 49 Hazardous Materials
 4. COMNAVSURFFOR 5400.1
 5. COMNAVSURFLANT/PAC SLCP(S) Instruction
 6. COMNAVSURFLANTINST 3000.3 Landing Force Spaces and Material Aboard COMNAVSURFLANT Ships
 7. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 8. ICODES USER'S MANUAL Computer Aided Load Manifesting System
 9. IMDG International Maritime Dangerous Goods Code
 10. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
 11. JOINT PUB 3-02.1 Landing Force Operations
 12. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 13. LOGAIS UM Logistics Automated Information System User's Manual
 14. MAGTF II UM MAGTF II Users Manual
 15. MCO 8020.10 USMC Ammo & Explosives Safety Policy
 16. MCO P4030.36A Marine Corps Packaging Manual
 17. MCO P4400.39 War Reserve Material Policy Manual
 18. MCRP 3-31B Amphibious Ships and Landing Craft
 19. MCRP 4-11.3D/NWP 22.5 The Naval Beach Group
 20. MCRP 4-11C Combat Cargo Operations Handbook.
 21. MCWP 3-31.5/FMFM 1-8 Ship-to-Shore Movement
 22. MDSS II HM MAGTF Deployment Support System, User's Help Manual
 23. NAERG North American Emergency Response Guide
 24. NATICK PAM 30-25 Operational Rations
 25. NAVSEA OP 4 Ammunition Afloat
 26. PC-POP III Performance Oriented Packaging (POP) Personal Computer Program III
 27. SECNAVINST 5216.5 Naval Correspondence Manual
-

0430-PLAN-2401: Produce a load plan for a ship

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given ship loading characteristics pamphlet or stow plan, LOGAIS, unit's embarkation data, and the landing plan.

STANDARD: To maximize use of ship board space in compliance with the ship's characteristics.

PERFORMANCE STEPS:

1. Obtain and consolidate the required loading documents from each unit embarking supplies, cargo, equipment, and personnel.
2. Obtain the landing plan with tactical serials.
3. Ensure the equipment to be loaded complies with the characteristics of the ship.
4. Identify any hazardous material and cargo requiring special handling.
5. Prepare vehicles and cargo for stowage in accordance with the landing plan.
6. Plan the stowage of supplies, cargo, and equipment according to type and priorities.
7. Prepare or complete the required documentation per Joint Pub 3-02.2.
8. Produce computer generated reports and deck diagram(s).
9. Assemble the loading plan in the prescribed sequence per Joint Pub 3-02.2.

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. ICODES USER'S MANUAL Computer Aided Load Manifesting System
3. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
4. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
5. MCO 4610.35 USMC Equipment Characteristics File
6. MCRP 3-31B Amphibious Ships and Landing Craft
7. MDSS II HM MAGTF Deployment Support System, User's Help Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This instruction is provided at Amphibious Ship Load Planners Course taught at Camp Johnson.

0430-PLAN-2402: Create an airlift request

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1, CWO-3

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a movement order, unit embarkation data and access to Logistics Automated Information Systems (LOGAIS).

STANDARD: To ensure the unit's embarkation data and request are prepared and submitted to obtain the required airlift.

PERFORMANCE STEPS:

1. Determine the quantity and type of airlift required to support movement.
2. Submit the airlift requirement for sourcing in the Time Phased Force

- Deployment Data (TPFDD)
3. Monitor the status of the request(s).
 4. Provide an airlift feasibility estimate.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
2. LOGAIS UM Logistics Automated Information System User's Manual
3. MCO 4610.35 USMC Equipment Characteristics File
4. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment

0430-PLAN-2403: Prepare an embarkation plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a deployment list and concept of operations.

STANDARD: establish embarkation requirements to

PERFORMANCE STEPS:

1. Receive organization for embarkation and assignment to lift.
2. Verify material to be embarked.
3. Verify numbers and types of passengers.
4. Identify marshalling and staging areas.
5. Publish embarkation schedules.
6. Identify communications requirements.
7. Prepare and distribute required reports.

REFERENCES:

1. CFR 49 Hazardous Materials
2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
4. LOGAIS HM Logistics Operations Automated Information System, User's Help Manual

0430-PLAN-2404: Prepare an embarkation estimate of supportability

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0430

BILLETS: Embarkation Officer

GRADES: WO-1

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operation Plan (OPLAN), commander's guidance, and the reference.

STANDARD: To provide the commander with an embarkation estimate of supportability to the degree of accuracy dictated by the phase of planning.

PERFORMANCE STEPS:

1. Determine embarkation support requirements.
2. Develop alternative recommendations, as feasible and required.
3. Provide an oral or written estimate of supportability to commanding officer, as required.

REFERENCES:

1. (AALPS) User Manual Automated Air Load Planning System (AALPS)
2. CJCSM 3122.12C Joint Operation Planning and Execution System (JOPES) Vol III
3. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
4. ICODES USER'S MANUAL Computer Aided Load Manifesting System
5. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
6. MCRP 4-11.3G Unit Embarkation Handbook
7. MCWP 3-32 Maritime Pre-positioning Force (MPF) Operations
8. MCWP 5-1 Marine Corps Planning Process
9. MDSS II User's Manual
10. MDSS II HM MAGTF Deployment Support System, User's Help Manual
11. Unit SOP

LOG T&R MANUAL

CHAPTER 9

MOS 0431 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 9

MOS 0431 INDIVIDUAL EVENTS

9000. PURPOSE. This chapter contains individual training events for Logistics/Embarkation and Combat Service (CSS) Specialists.

9001. EVENT CODING

Events in the T&R manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. xxxx-xxxx-xxxx. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0431, indicating that the event is for MOS 0431, Logistics/Embarkation and Combat Service (CSS) Specialist.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	0431-ADMN-XXXX
OPS	Operations	0431-OPS-XXXX
PLAN	Planning	0431-PLAN-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

9002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000 LEVEL	
0431-OPS-1301	Prepare supplies and equipment for embarkation	9-5
0431-PLAN-1401	Use logistics automated information systems (LOGAIS) to support unit movement planning execution functions	9-5
	2000 LEVEL	
0431-ADMN-2001	Conduct unit embarkation training	9-7
0431-ADMN-2002	Maintain a logistics Publication Library	9-7
0431-ADMN-2003	Prepare logistics related reports and forms	9-8
0431-ADMN-2004	Provide input for transportation budget	9-9
0431-ADMN-2005	Assist in the computation of a unit's class I, III, and V requirements	9-9
0431-ADMN-2006	Forecast lift requirements	9-10
0431-ADMN-2007	Manage a unit logistics section	9-10
4031-ADMN-2008	Produce required embarkation reports	9-11
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0431-OPS-2303	Conduct marshalling operations	9-13
0431-OPS-2304	Supervise loading operations	9-14
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0431-OPS-2306	Perform asset tracking functions	9-15
0431-OPS-2407	Ensure accuracy of joint operational planning and execution system (JOPES) data.	9-16
0431-PLAN-2401	Prepare an amphibious ship load plan.	9-17
0431-PLAN-2402	Compute the cost of airlift	9-18
0431-PLAN-2403	Prepare a load plan for an aircraft	9-18
0431-PLAN-2404	Prepare an airlift request	9-19

9003. 1000 LEVEL INDIVIDUAL EVENTS

0431-OPS-1301: Prepare supplies and equipment for embarkation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: PVT, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supplies and equipment to be embarked, necessary tools, equipment, and materiel, information concerning the specific type of ship, aircraft, or conveyance to be used, an assignment to shipping, and the references.

STANDARD: To meet inspection standards delineated by conveyance requirements.

PERFORMANCE STEPS:

1. Determine the supplies and equipment to be mobile loaded.
2. Inspect the supplies and equipment for transportability.
3. Assist the unit in mobile loading supplies and equipment.
4. Verify that mobile loads are properly secured.
5. Determine 463L pallets requirements.
6. Assist the unit in building 463L pallets.
7. Assist the unit in banding supplies to warehouse pallets.
8. Identify and segregate hazardous material and cargo.
9. Mark supplies and equipment as appropriate for the specific conveyance.
10. Compute the center of balance of vehicles.
11. Compute the center of balance of equipment.
12. Prepare the required documentation for specific conveyance.
13. Stage supplies and equipment.
14. Verify all supplies and equipment are properly waterproofed

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
4. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment

0431-PLAN-1401: Use logistics automated information systems (LOGAIS) to support unit movement planning execution functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Logistics Automated Information Systems (LOGAIS), Automated Information Technology (AIT) components, Logistics and Embarkation Data, and guidance.

STANDARD: To establish unit equipment transportation requirements and provide visibility during movement.

PERFORMANCE STEPS:

1. Perform basic Automated Information System (AIS) admin functions.
2. Create garrison plans using Automated Information System (AIS).
3. Perform Automated Information System (AIS) asset association functions.
4. Perform Automated Information System (AIS) report functions.
5. Perform Automated Information System (AIS) plan reconciliations.
6. Create deployment plans using Automated Information System (AIS).
7. Perform basic Automated Information Technology (AIT) functions.
8. Perform basic In-Transit Visibility (ITV) functions.

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. CMC DCI RFID RFID Implementation Plan
3. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
4. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
5. LOGAIS UM Logistics Automated Information System User's Manual
6. SW020-AG-SAF-010 Transportation Safety Handbook for Ammunition,
7. TM 11240.15/4B Characteristics of Motor Transport Equipment
8. TM 11275-15/3C Characteristics of Engineering Equipment

SUPPORT REQUIREMENTS:

EQUIPMENT: SPI Deployable Laptop Computer RFID Interrogator Symbols Technology Deployment Package Printers Current Version of LOGAIS Software

9004. 2000 LEVEL INDIVIDUAL EVENTS

0431-ADMN-2001: Conduct unit embarkation training

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

GRADES: PVT, CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the section embarkation representatives, training material, and training schedule.

STANDARD: To ensure 100% of assigned personnel are capable of preparing unit equipment for embarkation.

PERFORMANCE STEPS:

1. Coordinate with the logistics and embarkation officers to identify unit level training requirements.
2. Coordinate with the logistics and embarkation officers and unit G-3/S-3 to schedule required training.
3. Develop or utilize existing lesson plans.
4. Prepare or obtain training aids, as required.
5. Conduct logistics/embarkation training.
6. Record and report the results of unit logistics/embarkation training.
7. Enforce proper procedures during training.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
2. FMFM 3-1 Command and Staff Action
3. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
4. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
5. MCO 1510.61 Individual Training Standards for Occupational Field 04
6. MCO 1510.61C Individual Training Standards (ITS) System for OCCFLD 04
7. MCO 3501.7A MCCRES
8. MCO P1754.4 Exceptional Family Member Program (EFMP SOP)
9. MCRP 3-0 A Unit Training Management Guide
10. MCRP 3-0B How to Conduct Training
11. MEU (SOC) Training Handbook

0431-ADMN-2002: Maintain a logistics Publication Library

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a NAVMC 2761 catalog of publications, other services' publication listings, and the references.

STANDARD: To ensure the required publications to conduct or support logistic functions are current, on hand, or are on requisition.

PERFORMANCE STEPS:

1. Review the NAVMC 2761 and other services' publication listings to determine publication requirements (requirements may already have been determined by the embarkation officer).
2. Ensure the unit publication listing and internal distribution list reflect the publication requirements.
3. Ensure all required publications are current, on hand, or on valid requisition.

REFERENCES:

1. MCO P4790.2 MIMMS Field Procedures Manual
 2. MCO P5600.31G Marine Corps Publications and Printing Regulations
 3. NAVMC 2761 Catalog of Publications
 4. Unit SOP
-

0431-ADMN-2003: Prepare logistics related reports and forms

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given concept of operations.

STANDARD: To ensure logistics related reports and forms are accurately prepared and maintained.

PERFORMANCE STEPS:

1. Prepare Logistics Summary Report.
2. Prepare Logistics Status Report.
3. Prepare Logistics portion of the situation report (SITREP).
4. Prepare Rapid Request Form.
5. Prepare Work Request Form.
6. Prepare a Casualty and Enemy Prisoner of War Report.

REFERENCES:

1. MCO 5214.2D Marine Corps Information Requirements (Reports) Management Program.
2. MCO P5102.1A Mishap Reporting
3. MCWP 4-1 Logistics Operations

4. MCWP 4-11 Tactical-Level Logistics
5. MCWP 4-11.3 Transportation Operations

0431-ADMN-2004: Provide input for transportation budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation NCO

GRADES: SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the Training Exercise Execution Plan (TEEP) and Historical Data.

STANDARD: To ensure transportation costs are estimated accurately and funding deficiencies are identified, per the references.

PERFORMANCE STEPS:

1. Compile lift requirements based on the TEEP.
2. Compute the estimated costs of the required transportation by conveyance.

REFERENCES:

1. AFR 76-11 US Government Airlift Rates
2. AMC (R) AMC Airlift Rates
3. TWCF Transportation Working Capital Fund

0431-ADMN-2005: Assist in the computation of a unit's class I, III, and V requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0431

BILLETS: Embarkation NCO

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a concept of operations.

STANDARD: To ensure the sustainment of the assigned mission.

PERFORMANCE STEPS:

1. Determine Class I and water requirement computations.
2. Determine Class III requirement computations.
3. Determine Class V requirement computations.

21 Aug 07

REFERENCES:

1. FM 101-10-1 Staff Officer's Field Manual
 2. MCO 5500.6 Arming Of Security and Law Enforcement (LE) Personnel and the Use of Force
 3. MCO 8010.1 Class V(W) SUP FMF CBT OP
 4. MCO P10110.14 Food Service SOP
 5. MCO P8011.4 USMC T/A Class V (W) Material (Peacetime
 6. NAVMC 1017 Table of Authorized Materiel
 7. UM 4400-124 Sassy Using Unit Procedures
-

0431-ADMN-2006: Forecast lifts requirements**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 12 months**MOS PERFORMING:** 0431**BILLETS:** Embarkation Chief, Embarkation NCO**GRADES:** SGT**INITIAL TRAINING SETTING:** MOJT**CONDITION:** Given the requirement to support unit operation/deployment commitments, unit embarkation data.**STANDARD:** To ensure accurate forecast in support of unit operation/deployment commitments.**PERFORMANCE STEPS:**

1. Review the unit's operation/deployment commitments.
2. Review the unit's embarkation data to determine the type and quantity of cargo, equipment, and personnel requiring lift.
3. Consolidate the lift requirements for required types of lift.
4. Formulate a lift forecast for the required types of lift.
5. Submit the lift forecast to the appropriate headquarters or agency, as required.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 2. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
 3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
-

0431-ADMN-2007: Manage a unit logistics section**EVALUATION-CODED:** NO**SUSTAINMENT INTERVAL:** 12 months**MOS PERFORMING:** 0431**BILLETS:** Logistics Chief**GRADES:** SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the assignment of a Logistics Chief.

STANDARD: To ensure all logistics functions are coordinated to support mission requirements.

PERFORMANCE STEPS:

1. Ensure correspondence files are maintained.
2. Ensure the publication library is current.
3. Ensure logistics status boards are maintained.
4. Establish desktop procedures.
5. Establish turnover folders.
6. Review logistics related reports.
7. Prepare naval correspondence as required.
8. Conduct logistics inspections.
9. Conduct briefs on logistics matters.
10. Conduct training as required.
11. Monitor Facilities Management

REFERENCES:

1. FM 101-5 Staff Organization and Operations
 2. FMF 3-1 Command and Staff Action
 3. FMFM 4-3 MAGTF Landing Support Operations
 4. MCO 5215.1J USMC Directives System
 5. MCO P4790.1 MIMMS Introduction Manual
 6. MCO P4790.2 MIMMS Field Procedures Manual
 7. MCRP 3-0 A Unit Training Management Guide
 8. MCRP 3-0B How to Conduct Training
 9. MCRP 4-11.3G Unit Embarkation Handbook
 10. MCWP 4-1 Logistics Operations
 11. MCWP 4-11.3 Transportation Operations
 12. MCWP 4-12 Operational-Level Logistics
 13. NAVMC 2761 Catalog of Publications
 14. OP-6640 Briefing Guide
 15. SECNAVINST M-5210.2 Standard Subject Identification Codes
 16. Unit SOP
-

0431-ADMN-2008: Produce required embarkation reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the movement plan and applicable software.

STANDARD: To generate accurate information in support of tracking and mobility.

PERFORMANCE STEPS:

1. Produce the Wheel in Well Report.
2. Produce the 463L Pallet/Net report.
3. Produce the Quarterly Embarkation Report.
4. Produce the MDSSII Reconciliation Report.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 2. LOGAIS UM Logistics Automated Information System User's Manual
-

0431-OPS-2301: Assist in the coordination of transportation for a unit operation.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirements for unit operation, listing of supplies, equipment, and personnel requiring transportation.

STANDARD: To ensure sufficient assets are available for unit movement.

PERFORMANCE STEPS:

1. Review the list of supplies, equipment, and personnel requiring transportation.
2. Assist in the determination of type and quantity of transportation required.
3. Assist in the preparation of requests for transportation.
4. Assist in the preparation of a movement schedule.

REFERENCES:

1. MCO P4600.7 USMC Transportation Manual
 2. TC-AIMS User's Manual
 3. TM 11240-15/4B Motor Transport Technical Characteristics Manual
 4. TM 11275-15/3C Characteristics of Engineering Equipment
-

0431-OPS-2302: Certify hazardous material for shipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

DESCRIPTION: This is taught at Army, Navy and Air Force formal schools.

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given certification, cargo containing hazardous material and required forms.

STANDARD: To ensure cargo meets certification requirements.

PERFORMANCE STEPS:

1. Identify certification requirements.
2. Determine if hazardous cargo has been properly packaged, marked and labeled with placard in place.
3. Certify hazardous cargo using Shippers Declaration for Dangerous Goods.
4. Ensure hazardous cargo is properly separated and segregated.
5. Ensure proper care in handling hazardous cargo.
6. File documentation, as required.

REFERENCES:

1. CFR 49 Hazardous Materials
2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
3. IMDG International Maritime Dangerous Goods Code
4. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
5. MSDS Material Safety Data Sheets
6. PC-POP III Performance Oriented Packaging (POP) Personal Computer Program III

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: This is a formal school conducted by the Air Force and U.S. Army transportation commands.

0431-OPS-2303: Conduct marshalling operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation Chief, Embarkation Clerk, Embarkation NCO

GRADES: LCPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given embarkation plan and unit data.

STANDARD: To ensure all assets are consolidated and prepared in time to support the embarkation plan.

PERFORMANCE STEPS:

1. Coordinate logistics requirements for marshalling operations.
2. Establish communications in support of marshalling operations.
3. Develop marshalling area diagrams depicting the segregation of supplies and equipment into sequence for loading.
4. Submit requests for the required supplies, equipment, and support personnel.
5. Brief personnel on marshalling plans, schedules, and diagrams.
6. Identify the marshalling area.
7. Inform the designated Movement Control Center (MCC) of the status of equipment and vehicle movement.
8. Conduct inspections as required.

REFERENCES:

1. AMC Workbook 36-100
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 4. MCRP 4-11.3G Unit Embarkation Handbook
 5. MCRP 4-11C Combat Cargo Operations Handbook.
 6. Unit SOP
-

0431-OPS-2304: Supervise loading operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation Chief, Embarkation Clerk, Embarkation NCO, Team Embarkation Assistant

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given cargo, equipment, and personnel to be loaded, required conveyance, load plans and required MHE.

STANDARD: To ensure all assets and personnel are moved safely and efficiently.

PERFORMANCE STEPS:

1. Determine supporting supply, equipment, and personnel requirements.
2. Coordinate the use of equipment at the port facility.
3. Coordinate the movement of cargo, equipment, and personnel from the applicable staging areas to the loading area.
4. Monitor the embarkation and stowage of cargo and equipment.
5. Compute the estimate of time to complete loading operations.
6. Prepare and submit loading reports, as required.

REFERENCES:

1. CFR 49 Hazardous Materials
2. COMNAVSURFLANTINST 3000.3 Landing Force Spaces and Material Aboard COMNAVSURFLANT Ships

3. COMNAVSURFLANTINST 3340.3 C Wet Well Operations Manual
 4. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 5. FMFM 1-5 Maritime Prepositioning Force (MPF) OPS
 6. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 7. MCRP 4-11C Combat Cargo Operations Handbook.
-

0431-OPS-2305: Coordinate requests for combat service support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Logistics Chief, Operations Chief

GRADES: SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given support requirements.

STANDARD: To ensure elements of the MAGTF receive necessary support to complete its mission.

PERFORMANCE STEPS:

1. Identify the planning requirements necessary to support requesting unit.
2. Apply the Principles of combat service support.
3. Review support requests from the supported unit(s).
4. Review operational requirements and provide logistics/CSS input to support the concept of operations.
5. Compile and consolidate logistics/CSS requirements to support the concept of operations.
6. Submit requests beyond the organic capabilities of the unit to the appropriate agency.
7. Monitor the overall request support system to ensure continued, efficient functioning.

REFERENCES:

1. FMFM 3-1 Command and Staff Action
2. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
3. MCRP 4-11.2 Patient Movement
4. MCRP 5-12 Organization of Marine Corps Forces
5. MCWP 3-17 Engineer Operations
6. MCWP 3-2 Aviation Operations
7. MCWP 4-1 Logistics Operations
8. MCWP 4-11 Tactical-Level Logistics
9. MCWP 4-11.1 Health Service Support Operations
10. MCWP 4-11.3 Transportation Operations
11. MCWP 4-11.6 Bulk Liquid Operations
12. MCWP 4-11.7 MAGTF Supply Operations
13. MCWP 4-11.8 Services in an Expeditionary Environment
14. MCWP 4-12 Operational-Level Logistics
15. MCWP 5-1 Marine Corps Planning Process
16. NWP 22-3 Ship-to-Shore Movement

17. NWP 22-5 The Naval Beach Group
18. TM 11240-15/4B Motor Transport Technical Characteristics Manual
19. TM 11275-15/3C Characteristics of Engineering Equipment
20. UM 4400-124 Sassy Using Unit Procedures

0431-OPS-2306: Perform asset tracking functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an operations order, current information concerning the location supported and CSS units, situation map, and the reference.

STANDARD: To ensure that timely and accurate information is presented, per the operation order and the references.

PERFORMANCE STEPS:

1. Update the location of supported units.
2. Update the location of CSS units, detachments, convoys, etc.
3. Update the location of CSS facilities (i.e., medical, maintenance, supply, etc.).
4. Update the location of CSS collection and evacuation points (i.e., POW, maintenance, casualty, etc.).
5. Maintain other information as required by the operations order or local SOP.

REFERENCES:

1. ANNEX D Operations Plan, Embarkation Letter of Instruction (LOI)
2. CJCSM 3122.12C Joint Operation Planning and Execution System (JOPES) Vol III
3. CMC DCI RFID Implementation Plan
4. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
5. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
6. MCDP 4 Logistics
7. MCRP 5-12A Operational Terms and Graphics
8. MCWP 3-31.5 Ship-to-Shore Movement
9. RFID OPS RFID Operations Guide

0431-OPS-2307: Ensure accuracy of joint operational planning and execution system (JOPES) data.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0431

BILLETS: Embarkation NCO

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to conduct transportation planning in support of deployment, applicable joint operational planning and execution system (JFRG) reports, unit embarkation data, and the reference.

STANDARD: To ensure required information is accurately input into an F-11W report.

PERFORMANCE STEPS:

1. Provide unit, equipment, and/or cargo characteristics from MDSS II for a JFRG II Time-Phased Force Deployment Data (TPFDD) file.
2. Ensure the accuracy of the data contained in the JFRG II Time-Phased Force Deployment Data (TPFDD) file.
3. Reconcile all discrepancies found in the JFRG II Time-Phased Force Deployment Data (TPFDD) file.

REFERENCES:

1. CJCSM 3122.12C Joint Operation Planning and Execution System (JOPES) Vol III
 2. JDS Publications JDS Publications
 3. JOINT PUB 5-03.1 Joint Operational and Execution System
 4. JP 1-02 DOD Dictionary of Military and Associated Terms
 5. LOGAIS UM Logistics Automated Information System User's Manual
 6. MCO 4500.9 Defense Transportation Regulations
-

0431-PLAN-2401: Prepare an amphibious ship load plan.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: This is taught at Amphibious Load Planners course at Camp Johnson.

MOS PERFORMING: 0431

BILLETS: Embarkation Chief, Embarkation NCO, Team Embarkation Assistant

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ship loading characteristics pamphlet, unit embarkation data, landing plan, LFORM supplement and LOGAIS.

STANDARD: To support embarked assets ship to shore movement requirements.

PERFORMANCE STEPS:

1. Receive the required loading documents from each unit embarking supplies, cargo, equipment, and/or personnel aboard a ship.

2. Verify that the equipment to be loaded complies with the characteristics of the ship.
3. Identify hazardous material and cargo requiring special handling.
4. Compile information to prepare a ship load plan using an automated embarkation system.
5. Compile information to prepare a ship load plan using an automated embarkation system to produce computer generated reports.
6. Verify that the load plan supports the landing plan.

REFERENCES:

1. CFR 49 Hazardous Materials
 2. COMNAVSURFLANT/PAC SLCP(S) Instruction
 3. COMNAVSURFLANTINST 3000.3 Landing Force Spaces and Material Aboard COMNAVSURFLANT Ships
 4. COMNAVSURFPACINST 4621B/COMNAVSURFLANTINSTR 4621.1A/MARFORLANTO 4620.2C/MARFORPACO 4621B (Draft) Landing Force Spaces, Ship Loading Characteristics Pamphlet (SLCP) and Amphibious Embarkation
 5. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 6. ICODES USER'S MANUAL Computer Aided Load Manifesting System
 7. IMDG International Maritime Dangerous Goods Code
 8. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
 9. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 10. MCRP 3-31B Amphibious Ships and Landing Craft
 11. MCWP 3-31.5 Ship-to-Shore Movement
 12. MCWP 5-1 Marine Corps Planning Process
 13. MDSS II User's Manual
 14. NAVSEA OP 4 Ammunition Afloat
-

0431-PLAN-2402: Compute the cost of airlift

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation NCO

GRADES: SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an airlift request, given a computer with internet connectivity, applicable web-based software.

STANDARD: To accurately determine cost.

PERFORMANCE STEPS:

1. Determine the number and type of aircraft required based upon the airlift requirement.
2. Determine the applicable rate tables to use based upon pickup location, origination of aircraft, destination of flight, and type aircraft requirements.

3. Using the applicable rate table, calculate the estimated cost for airlift of supplies, cargo, equipment and personnel for each type of aircraft required.
4. Calculate the total cost for all aircraft required.

REFERENCES :

1. ACART Applicable Commercial Airlift Rate Tables
2. AFR 76-11 US Government Airlift Rates
3. AMC (R) AMC Airlift Rates
4. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III

MISCELLANEOUS :

ADMINISTRATIVE INSTRUCTIONS: This task is taught at the Air Movement Load Planners Course and the AMC Load Planners Course.

0431-PLAN-2403: Prepare a load plan for an aircraft

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 0431

BILLETS: Embarkation Clerk

GRADES: LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to develop an aircraft load plan, unit embarkation data, characteristics and capabilities of the aircraft, operation plan (OPLAN), with Automated Air Load Planning System (AALPS).

STANDARD: To ensure compliance with the characteristics of assigned aircraft per references.

PERFORMANCE STEPS:

1. Verify equipment requiring movement complies with the characteristics of the aircraft.
2. Identify all cargo requiring special handling.
3. Calculate center of balance for completed load plan.
4. Print a computer generated load plan form using an automated system.
5. Capture required information concerning the preparation of assets configured for air transportation.

REFERENCES :

1. (AALPS) User Manual Automated Air Load Planning System (AALPS)
2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
3. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment

MISCELLANEOUS :

ADMINISTRATIVE INSTRUCTIONS: Certification must be obtained from follow on formal training via the AMC Affiliation Load Planner's Course.

0431-PLAN-2404: Prepare an airlift request

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0431

BILLETS: Embarkation Chief

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a movement order, unit's embarkation data, capabilities of the aircraft, and automated information systems.

STANDARD: To ensure requests are submitted to the appropriate agency based on the unit's embarkation data.

PERFORMANCE STEPS:

1. Determine the amount of airlift required based upon the unit's cargo requirements.
2. Determine the appropriate agency to provide the required airlift.
3. Prepare an airlift request in the format required by the providing agency.
4. Determine the type of airlift required based upon the unit's cargo requirements.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
2. Unit SOP

LOG T&R MANUAL

CHAPTER 10

MOS 0451 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 10

MOS 0451 INDIVIDUAL EVENTS

10000. PURPOSE. This chapter contains individual training events for the Parachute Rigger.

10001. EVENT CODING

Events in the T&R manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0451, indicating that the event is for MOS 0451, Parachute Rigger.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration	0451-ADMN-XXXX
MAIN	Maintenance Related Programs	0451-MAIN-XXXX
OPS	Operations	0451-OPS-XXXX
RIG	Rig Airdrop Equipment	0451-RIG-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

10002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000 LEVEL	
0451-MAIN-1201	Apply a basic sewn patch to a parachute	10-6
0451-MAIN-1202	Repair an A-22 cargo bag	10-6
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0451-MAIN-1004	Perform a rigger-roll on parachutes	10-7
0451-MAIN-1005	Perform a suspension line splice10	10-8
0451-OPS-1301	Shake out a personnel parachute	10-9
0451-OPS-1302	Perform a personnel jump from an aircraft in flight.	10-9
0451-OPS-1303	Conduct a Technical Rigger Inspection (TRI)	10-10
0451-OPS-1304	Pack a 68 inch diameter pilot parachute	10-10
0451-OPS-1305	Pack a 12 or 26 foot high velocity cargo parachute	10-11
0451-OPS-1306	Pack a 15 or 22 foot cargo extraction parachute utilizing the pack in process inspection	10-12
0451-OPS-1307	Pack a T-11R Reserve Parachute utilizing the pack in process inspection	10-12
0451-OPS-1308	Pack an MC-6 troop back parachute	10-13
0451-OPS-1309	Pack a sling/extraction line panel for the low velocity method of airdrop	10-14
0451-OPS-1310	Place a personnel or cargo parachute into service	10-14
0451-OPS-1311	Pack a G-14 cargo parachute	10-15
0451-RIG-1501	Rig an A-22 cargo bag for the low or high velocity method of airdrop	10-16
0451-RIG-1502	Prepare an M-1 Cargo Parachute Release Assembly	10-16
0451-RIG-1503	Rig individual equipment for a combat equipment jump	10-17
0451-RIG-1504	Rig equipment for airdrop over water	10-18
0451-RIG-1505	Provide aerial delivery of supplies using a Container Delivery System (CDS)	10-18
0451-RIG-1506	Prepare an Extraction Force Transfer Coupling (EFTC)	10-20
0451-RIG-1507	Support low altitude parachute operations	10-20
0451-RIG-1508	Rig a Type V platform for the low velocity method of airdrop	10-21
	2000 LEVEL	
0451-ADMN-2001	Prepare an aircraft load plan for airdrop loads	10-23
0451-ADMN-2002	Determine aircraft configuration for High Altitude Low Opening (HALO)/High Altitude High Opening (HAHO) and low level static line personnel parachute operations	10-23
0451-ADMN-2003	Determine the equipment and supplies required to support an airdrop operation	10-24
0451-ADMN-2004	Maintain all pertinent publications for use in airdrop	10-24
0451-ADMN-2005	Monitor the in-storage quality control program	10-25
0451-MAIN-2201	Conduct a pack-in-process inspection for personnel or cargo parachute	10-25
0451-MAIN-2202	Conduct an in-storage inspection	10-26

Event Code	Event	Page
0451-MAIN-2203	Conduct a routine inspection on a packed or rigged for airdrop item	10-27
0451-MAIN-2204	Conduct a final shop inspection of airdrop loads	10-27
0451-MAIN-2205	Conduct a malfunction inspection	10-28
0451-MAIN-2206	Perform maintenance and inspection on all Helicopter Rope Suspension Training (HRST) equipment	10-28
0451-MAIN-2207	Repair a Type V platform	10-29
0451-MAIN-2208	Perform preventive maintenance on a sewing machine	10-29
0451-MAIN-2209	Perform maintenance and inspection on all altimeters	10-30
0451-MAIN-2210	Repair a personnel parachute harness container	10-31
0451-MAIN-2211	Perform maintenance and inspection on all parachutist oxygen systems	10-31
0451-MAIN-2212	Supervise the operations of an airdrop equipment repair activity	10-32
0451-MAIN-2213	Perform maintenance and inspection on the military Cybernetic Parachute Release System (CYPRES)	10-32
0451-OPS-2301	Plan and coordinate aircraft support for aerial delivery operations	10-33
0451-OPS-2302	Perform the duties as a Static Line (SL) Jumpmaster	10-34
0451-OPS-2303	Perform the duties as a Military Freefall (MFF) Jumpmaster	10-35
0451-OPS-2304	Coordinate positioning of airdrop facilities (paraloft) and assets	10-36
0451-OPS-2305	Conduct a Joint Airdrop Inspection (JAI)	10-36
0451-OPS-2306	Coordinate and support High Altitude High Opening (HAHO)/High Altitude Low Opening (HALO) Ops	10-37
0451-OPS-2307	Perform the duties of Drop Zone Safety Officer (DZSO)	10-38
0451-OPS-2308	Perform the duties of Malfunction NCO	10-39
0451-OPS-2309	Perform the duties of Jumpmaster, Tandem Master, Assistant Jumpmaster, or Safety NCO	10-40
0451-OPS-2310	Establish a drop zone	10-41
0451-RIG-2501	Label hazardous cargo rigged for airdrop	10-41
0451-RIG-2502	Rig a parachutist drop bag for a combat equipment jump	10-42
0451-RIG-2503	Assemble a Type V platform for airdrop	10-43
0451-RIG-2504	Rig a load for a Tandem Offset Re-supply Delivery System (TORDS) operation	10-43
0451-RIG-2505	Rig an A-7A container for the low or high velocity method of airdrop	10-44
0451-RIG-2506	Provide aerial delivery of supplies using a Type V Heavy Equipment Platform	10-44
0451-RIG-2507	Supervise the operations of an airdrop rigging activity	10-46
0451-RIG-2508	Pack a Military Tandem Tethered Bundle (MTTB)	10-46
0451-RIG-2509	Pack a Military Tandem Vector System (MTVS) parachute	10-47
0451-RIG-2510	Pack an MC-5 Ram Air Parachute System (RAPS) utilizing the pack-in process	10-48
0451-RIG-2511	Supervise the operations of a parachute packing activity	10-48

10003. 1000 LEVEL INDIVIDUAL EVENTS

0451-MAIN-1201: Repair an A-22 cargo bag

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a damaged A-22 cargo bag, necessary tools and equipment, necessary repair material, and the reference.

STANDARD: To maintain serviceability of the A-22 cargo bag, per the reference.

PERFORMANCE STEPS:

1. Inspect the entire cargo bag to determine required repairs.
2. Remove the damaged area from the sling assembly or cover and make the necessary repairs.
3. Perform a 100 percent TRI inspection to ensure that all repairs have been performed correctly.
4. Attach a back-in-service tag to the cargo bag.

REFERENCES:

1. FM 10-500-3 Rigging Containers
-

0451-MAIN-1202: Apply a basic sewn patch to a parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a damaged parachute requiring a sewn patch, necessary tools and equipment, necessary patch material, and references.

STANDARD: To ensure maintenance is performed correctly and serviceability of the parachute is maintained per the references.

PERFORMANCE STEPS:

1. Invert the canopy and cut out the damaged area of the parachute.
2. Cut the appropriate size patch to fit the damaged area.

3. Baste the patch to the damaged area.
4. Sew the canopy inside then outside.
5. Remove the basting thread from the patch.
6. Attach a back-in-service tag to the parachute.

REFERENCES:

1. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment

0451-MAIN-1203: Perform inspection and maintenance on all air items

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: Air items include any equipment used in support of air delivery/airborne operations.

BILLETS: Maintenance NCOIC

GRADES: SGT

INITIAL TRAINING SETTING:

CONDITION: Given assignment as an 0451 Parachute Rigger in a paraloft and a requirement to maintain all air items.

STANDARD: When any item of equipment requires regular or scheduled maintenance, perform the maintenance in accordance with the publication/Technical Manual governing that piece of equipment. Maintenance includes all PMCS on sewing machines, parachutes, oxygen systems, and all calibrated items.

RELATED EVENTS:

0451-MAIN-2202	0451-ADMN-2005	0451-MAIN-2201
0451-MAIN-2203	0451-MAIN-2211	0451-MAIN-2206
0451-MAIN-1204	0451-MAIN-2212	0451-MAIN-2213
0451-MAIN-2208	0451-MAIN-2209	0451-MAIN-2207
0451-MAIN-2210	0451-RIG-2511	0451-RIG-2501
0451-RIG-2504	0451-RIG-2503	0451-RIG-2507
0451-OPS-1303	0451-MAIN-1201	0451-MAIN-1203
0451-MAIN-1201	0451-OPS-1304	0451-OPS-1310
0451-OPS-1306	0451-OPS-1309	0451-OPS-1308
0451-OPS-1305	0451-OPS-1307	0451-OPS-1311
0451-OPS-1301	0451-RIG-1502	0451-RIG-1508
0451-RIG-1506	0451-RIG-1503	0451-RIG-1501

REFERENCES:

1. TI-4733-15/1D TMDE Calibration & Maintenance Program
 2. TM-10 Applicable Manuals
 3. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
-

0451-MAIN-1204: Perform a rigger-roll on parachutes

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a parachute requiring repair, necessary tools and equipment, and the reference.

STANDARD: To ensure the parachute is properly configured per the references to be sent to the maintenance activity.

PERFORMANCE STEPS:

1. Place the parachute in proper layout and apply partial tension.
2. Separate each group of gores and tighten and roll separate groups together.
3. Release tension and disconnect the canopy at the bridle loop.
4. Complete folding upper canopy.
5. Disconnect the suspension lines/risers from the tension plate.
6. Secure the canopy assembly inside of the pack tray.
7. Tag the parachute and process it for maintenance.

REFERENCES:

1. TM 09770A-12A & P RAM Air Parachute Assembly, MC-5
 2. TM 10-1670-269-23 & P Parachute, Personnel Type 24 Ft Diameter, Troop, Chest, Reserve
 3. TM 10-1670-272-23 & P MC1-1B/E Troop Back Personnel Parachute
 4. TM 10-1670-292-23 & P MC1-1C/D Troop Back Personnel Parachute
 5. TM 10443A-12A&P Tandem Offset Resupply Delivery System (TORDS)
-

0451-MAIN-1205: Perform a suspension line splice

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a parachute with a damaged suspension line, necessary tools and equipment, necessary splicing material, and the reference.

STANDARD: To ensure the parachute remains serviceable per the reference.

PERFORMANCE STEPS:

1. Cut the required length of either fibrous cord or coreless fibrous cord (depending on the kind of suspension line being spliced).
2. Splice the suspension line.
3. Attach a back-in-service tag to the parachute.

REFERENCES:

1. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
-

0451-OPS-1301: Shake out a personnel parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a jumped personnel parachute, rope, pulley, and the reference.

STANDARD: To ensure 100% of tangles and debris are removed from the parachute and associated equipment.

PERFORMANCE STEPS:

1. Attach the bridle loop to the snap on the pulley rope or platform.
2. Raise the rope or platform to the various appropriate heights and perform the shake out process on the canopy.
3. S-fold the dry suspension lines and dry canopy into an aviator's kit bag, and snap the bag closed.

REFERENCES:

1. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
-

0451-OPS-1302: Perform a personnel jump from an aircraft in flight.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to maintain jump proficiency, necessary equipment to perform the jump, and the reference.

STANDARD: To exit an aircraft in flight and safely execute all points of performance per the references.

PERFORMANCE STEPS:

1. Attend the jumpmaster's brief for manifest call.
2. Conduct pre-jump training.
3. Don the necessary equipment and ensure personal possession of dog tags and I.D. card.
4. Ensure that personal equipment is inspected by the jumpmaster.
5. Board the aircraft according to the manifest stick order.
6. Watch and listen for commands from the jumpmaster during flight.
7. Exit aircraft as prescribed
8. Perform the proper parachute landing fall.
9. Recover equipment and report to the turn-in area.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures

0451-OPS-1303: Conduct a Technical Rigger Inspection (TRI)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an airdrop item, packing tables or floor space as required, and the references.

STANDARD: To ensure airdrop items are properly and thoroughly inspected for deficiencies and discrepancies and all findings documented.

PERFORMANCE STEPS:

1. Inspect deployment bag, static line, and snap hook (as applicable).
2. Inspect canopy, suspension lines, and risers (as applicable).
3. Inspect pack tray and harness as applicable.
4. Inspect platform sections, rails, and all other components and component parts of an airdrop platform.

REFERENCES:

1. FM 10-500-2 Rigging Airdrop Platforms
2. FM 10-500-3 Rigging Containers

3. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
4. TM 10-1670-268-20 & P Type V Airdrop Platform

0451-OPS-1304: Pack a 68 inch diameter pilot parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a 68 inch diameter pilot parachute, necessary tools, expendable material, and the references, pack for either the breakaway or non-breakaway method, using the pack in process inspection.

STANDARD: Following proper packing procedures by performing all "Rigger Checks" for the parachute ensuring that all log book entries are made and the parachute is clearly marked with the Packer/Inspector's name, Date Packed, and rigged for either Breakaway or Non-Breakaway.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flat fold the canopy.
3. Attach the deployment bag to the pilot parachute utilizing the appropriate tie.
4. Stow the canopy inside the deployment bag.
5. Apply the bag closing tie.
6. S-fold the static line.
7. Tag the parachute as breakaway or non-breakaway.

REFERENCES:

1. FM 10-500-3 Rigging Containers
2. TM 10-1670-281-23 & P 64-Foot Diameter G-12 D/E Cargo Parachute

0451-OPS-1305: Pack a 12 or 26 foot high velocity cargo parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a 12 or 26 foot high velocity cargo parachute, necessary tools, expendable material, and the references, pack for either the breakaway or non-breakaway utilizing the pack in process inspection.

STANDARD: By performing all "Rigger Checks" for the parachute ensuring that all log book entries are made and the parachute is clearly marked with the Packer/Inspector's name, Date Packed, and rigged for either Breakaway or Non-Breakaway.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flat-fold the canopy.
3. Long-fold the canopy and tie the break-cord tie.
4. Stow the canopy inside the deployment bag.
5. Apply the appropriate bag closing ties.
6. Tie the suspension line protector flap.
7. Stow the risers and static line, and sign log record book.
8. Stow the static line for breakaway, as required.
9. Tag the parachute as breakaway or non-breakaway.

REFERENCES:

1. FM 10-5 Series publications
2. FM 10-500-3 Rigging Containers
3. TM 10-1670-275-23 & P 12 Foot High Velocity Parachute
4. TM 10-1670-276-23 & P 26 Foot High Velocity Parachute

0451-OPS-1306: Pack a 15 or 22 foot cargo extraction parachute utilizing the pack in process inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a 15 or 22 foot cargo extraction parachute, necessary tools, expendable material, and the references.

STANDARD: By performing all "Rigger Checks" for the parachute ensuring that all log book entries are made and the parachute is clearly marked with the Packer/Inspector's name and Date Packed.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flat-fold the canopy.
3. Long-fold the canopy.
4. Stow the canopy inside the deployment bag.
5. Apply the canopy tie inside the deployment bag.
6. Stow the suspension lines into the stowage flap.

7. Apply the appropriate bag closing ties.
8. Stow the adapter web and sign the log record book.

REFERENCES:

1. FM 10-5 Series publications
 2. TM 10-1670-277-23&P Parachute, Cargo, Extraction, Heavy Duty, 15-FT
 3. TM 10-1670-278-23&P Parachute, Cargo, Extraction, Heavy Duty, 28-FT
 4. TM 10-1670-279-23&P Parachute, Cargo, Extraction, Heavy Duty, 22-FT
-

0451-OPS-1307: Pack a T-11R Reserve Parachute utilizing the pack in process inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a T-11R Reserve Parachute, necessary tools, expendable material, and the references.

STANDARD: By performing all "Rigger Checks" for the parachute ensuring that all log book entries are made.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold the gores and flat-fold the canopy.
3. Long-fold the canopy.
4. Stow the suspension lines.
5. Begin S-Folding the canopy into the reserve pack tray.
6. Insert the compressed ejector spring
7. S-fold the remaining canopy
8. Close the pack tray.
9. Remove all temporary packing tools
10. Insert rip cord grip
11. Perform rip cord pin pull test
12. Make appropriate entries into the Log Record Book

REFERENCES:

1. TM 10-1670-269-23 & P Parachute, Personnel Type 24 Ft Diameter, Troop, Chest, Reserve
-

0451-OPS-1308: Pack an MC-6 troop back parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an MC-6 troop back parachute, necessary tools, expendable material, and the references, pack utilizing the pack in process inspection.

STANDARD: Following proper packing procedures by performing all "Rigger Checks" for the parachute ensuring that all log book entries are made.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flat-fold the canopy, and stow excess control line with retainer bands.
3. Long-fold the canopy and tie the break-cord tie.
4. Stow the canopy inside the deployment bag, form two locking stows, and make the first regular suspension line stow.
5. Stow the suspension lines, close the D-bag and tie connector links.
6. Close the parachute pack tray.
7. Stow the static line.

REFERENCES:

1. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
 2. TM 10-1670-272-23 & P MC1-1B/E Troop Back Personnel Parachute
 3. TM 10-1670-292-23 & P MC1-1C/D Troop Back Personnel Parachute
-

0451-OPS-1309: Pack a sling/extraction line panel for the low velocity method of airdrop

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a sling/extraction line panel, either 60 or 120 foot extraction line, necessary tools and expendable material, and the reference.

STANDARD: Following proper packing procedures by performing all "Rigger Checks" for rigging the appropriate length Extraction Line Bag ensuring that all log book entries are made and that the Extraction Line Bag is clearly marked with the Packer/Inspector's name, Date Packed, and length/type of extraction line.

PERFORMANCE STEPS:

1. Pack a sling/extraction line panel with a 60 foot nylon extraction line.

2. Lay out the sling/extraction line panel.
3. Stow the extraction line.
4. Fold the panel, lace the ends of the panel, and install the ties.
5. Pack a sling/extraction line panel with a 120 foot nylon extraction line.

REFERENCES:

1. TM 10-1670-286-20 Sling/Extraction Line Panel
-

0451-OPS-1310: Place a personnel or cargo parachute into service

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given new personnel or cargo parachute, necessary tools, expendable material, and the references.

STANDARD: By performing a complete inspection of the parachute and ensuring the parachute is properly marked and all applicable paperwork/record jackets are filled out for placing the parachute into service.

PERFORMANCE STEPS:

1. Conduct a Technical Rigger-type Inspection (TRI).
2. Stamp the PLACED IN SERVICE date on the parachute components as required.
3. Make the PLACED IN SERVICE entry into the DA-3912.
4. Annotate all required information into the Log Record Jacket.

REFERENCES:

1. TM 09770A-12A & P RAM Air Parachute Assembly, MC-5
-

0451-OPS-1311: Pack a G-14 cargo parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a G-14 cargo parachute, necessary tools, expendable material, and the reference, pack for either breakaway or non-breakaway utilizing the pack-in process inspection.

STANDARD: By performing all "Rigger Checks" for the parachute ensuring that all log book entries are made and the parachute is clearly marked with the Packer/Inspector's name, Date Packed, and rigged for either Breakaway or Non-Breakaway.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Fold gores and flat-fold the canopy.
3. Long-fold the canopy 180 degrees to the air channel.
4. Stow the canopy and break-cord tie.
5. Attach the static line for either breakaway or non-breakaway during pack-up.
6. Close the pack.
7. Stow the static line and cross risers over the top of the pack and secure to the bag tie-down straps.
8. Tag the parachute as breakaway or non-breakaway.

REFERENCES:

1. FM 10-5 Series publications
2. TM 10-1670-282-23 & P 34 Foot Diameter G-14 Cargo Parachute

0451-RIG-1501: Rig an A-22 cargo bag for the low or high velocity method of airdrop

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a load requiring airdrop, A-22 cargo bag, low or high velocity cargo parachute, necessary tools and expendable material, and the reference.

STANDARD: By following all prescribed rigging procedures for the item of equipment ensuring the Load Data Tag and Joint Airdrop Inspector forms are filled out per the references.

PERFORMANCE STEPS:

1. Prepare the equipment for airdrop.
2. Prepare a skid board.
3. Run the appropriate length of half inch tubular nylon webbing on the skid board.
4. Place the appropriate size/quantity of honeycomb on the skid board.
5. Center the A-22 cargo bag sling assembly, cargo bag cover, and the load on the skid board.
6. Fold the cover over the load.
7. Secure the load and cover.
8. Install the appropriate cargo parachute on the load.

9. Inspect the load and correct any discrepancies.
10. Mark the load data tag.

REFERENCES:

1. FM 10-500-3 Rigging Containers
 2. TM 10-1670-276-23 & P 26 Foot High Velocity Parachute
 3. TM 10-1670-281-23 & P 64-Foot Diameter G-12 D/E Cargo Parachute
 4. TM 10-1670-282-23 & P 34 Foot Diameter G-14 Cargo Parachute
-

0451-RIG-1502: Prepare an M-1 Cargo Parachute Release Assembly

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an M-1 release assembly, necessary tools and expendable material, and the reference.

STANDARD: To ensure all required parts are present and serviceable and upon assembly, the M-1 release completes all functions tests satisfactorily per the references.

PERFORMANCE STEPS:

1. Place the release assembly down ensuring the release timer is down in the housing.
2. Move the upper suspension link to the right or left as far as it will go.
3. Open the arm of the parachute connector and fit the arms of the suspension link with the tips together in the grooves of the retaining clamp.
4. Fit a retainer band around the parachute connector to aid in assembly.
5. Move the upper suspension link back to the center of the release, and arm the timer.
6. Tie the arming wire lanyard to the suspension link with a double length of quarter inch cotton webbing.
7. Fold the slack in the lanyard and tape the folds in place.
8. Fold the slack in the lanyard between the safety tie and the arming wire, and tape the fold to the face side plate.
9. Tie one end of a five foot length of Type I/II nylon cord to one side of the lower suspension link (dragline).
10. Tie the other end of the dragline to a parachute connector link.
11. Fold the slack in the dragline, and tape the folds in place.

REFERENCES:

1. FM 10-500-2 Rigging Airdrop Platforms
-

0451-RIG-1503: Rig individual equipment for a combat equipment jump

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an ALICE pack with frame, personnel parachute, H-harness, HPT lowering line, and the reference.

STANDARD: By ensuring proper rigging procedures are followed as prescribed in the references and once completed, equipment is inspected by a qualified Jumpmaster.

PERFORMANCE STEPS:

1. Rig the ALICE pack to the H-harness.
2. Attach the adjustable D-ring attaching straps to the H-harness.
3. Girth hitch the Hook Pile Tape (HPT) lowering line to the X formed by the equipment retainer straps of the H-harness going North to South.
4. Attach the snap hooks of the adjustable D-ring attaching straps to the D-rings of the parachute main lift web.
5. Attach the HPT lowering line quick ejector snap to the accessory attaching ring on the lowering line adapter web.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
-

0451-RIG-1504: Rig equipment for airdrop over water

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Supplies and equipment can be airdropped over water in support of a special operations community.

BILLETS: Airdrop Load Inspector (Joint Airdrop Inspector), HAZMAT Certifier, Jumpmaster

GRADES: LCPL

INITIAL TRAINING SETTING:

CONDITION: The CSSE has been tasked to support a Force Reconnaissance unit by airdropping a Combat River Raiding Craft (CRRC) over water.

STANDARD: Rig a CRRC for airdrop in accordance with the references.

RELATED EVENTS:

0451-OPS-2309	0451-OPS-2308	0451-ADMN-2003
0451-MAIN-2204	0451-RIG-2501	0451-RIG-2505

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. FM 31-25 Special Forces Waterborne Operations
3. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Require Material Handling Equipment (MHE). Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification required.

SPECIAL PERSONNEL CERTS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification required.

0451-RIG-1505: Provide aerial delivery of supplies using a Container Delivery System (CDS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: A Container Delivery System (CDS) can be used to deliver supplies from 501-2200 lbs. A CDS is a 48 inch wide X 48 inch long load mounted on a plywood skid-board that consists of a canvas bag with a cargo net type outer covering. A CDS can be rigged up to 96 inches in height. CDS can be delivered utilizing both rotary wing and fixed wing aircraft.

BILLETS: Airdrop Load Inspector (Joint Airdrop Inspector), HAZMAT Certifier, Heavy Drop NCOIC, Light Pack NCOIC, Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING:

CONDITION: The CSSE has been tasked to support or re-supply the GCE using airdrop. The GCE unit has requested chow and water be airdropped to their current position. The air delivery unit has decided that CDS would be the best method to deliver these supplies.

STANDARD: Rig supplies using CDS in accordance with the references.

PREREQUISITE EVENTS:

0451-OPS-2305

RELATED EVENTS:

0451-ADMN-2001	0451-OPS-2308	0451-ADMN-2003
0451-MAIN-2204	0451-RIG-2501	0451-RIG-2505
0451-RIG-2507	0451-RIG-1501	0491-OPS-2307
0491-PLAN-2402		

REFERENCES:

1. FM 10-500-3 Rigging Containers
2. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
3. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
4. TM 10-1670-240-20/TO Miscellaneous Airdrop Canvas Webbing, Metal, and Wood Items
5. TM 10-1670-275-23 & P 12 Foot High Velocity Parachute
6. TM 10-1670-276-23 & P 26 Foot High Velocity Parachute
7. TM 10-1670-281-23 & P 64-Foot Diameter G-12 D/E Cargo Parachute
8. TM 10-1670-282-23 & P 34 Foot Diameter G-14 Cargo Parachute

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Require Material Handling Equipment (MHE). Mission will dictate what type of motor vehicle support is necessary.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification as required.

SPECIAL PERSONNEL CERTS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification as required.

0451-RIG-1506: Prepare an Extraction Force Transfer Coupling (EFTC)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an EFTC, necessary tools, and the reference.

STANDARD: To ensure all required parts are present and serviceable and upon assembly, the EFTC completes all functions tests satisfactorily per the references.

PERFORMANCE STEPS:

1. Remove the locking pin on the EFTC and rotate the cover rearward.
2. Attach the clevis on the cable to the cable actuator with the straight pin and cotter pin.
3. Pull on the spring-loaded pin to release the actuator arm from the uncocked position.
4. Rotate the actuator arm clockwise so that the adjusting collar on the cable fits inside the end slot of the actuator.
5. Insert the locking pin to hold the arm in place after the actuator is armed.
6. Tighten the locking nut on the cable until the nut is flush with the actuator body.
7. Adjust the collar so it is flush against the inside of the actuator body.
8. Push up on the catch, push down on the retainer hook and idler link to free the cam, and remove the link assembly.
9. Set the edge of the cam in place within the latch.
10. Repeat steps 8 and 9 above.
11. Push the cam into place.
12. Push the lock link up to engage the retainer hook.
13. Align the dot on the lock link with the arrow on the latch.
14. Test the EFTC and dispose of it if any discrepancies or malfunctions are found.

REFERENCES:

1. FM 10-500-2 Rigging Airdrop Platforms

0451-RIG-1507: Support low altitude parachute operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

BILLETS: Equipment NCO, Jumpmaster, Operations Chief, Parachute Safety Officer

GRADES: SSGT

INITIAL TRAINING SETTING:

CONDITION: An airborne activity has been tasked to support a low altitude parachute operation.

STANDARD: Pack and rig all parachutes and equipment necessary to support a low altitude parachute operation in accordance with the references.

RELATED EVENTS:

0451-ADMN-2001	0451-OPS-2309	0451-OPS-2308
0451-ADMN-2003	0451-MAIN-2204	0451-MAIN-2205
0451-MAIN-2201	0451-MAIN-2207	0451-MAIN-2210
0451-RIG-2511	0451-RIG-2505	0451-RIG-2503
0451-RIG-2507	0451-OPS-1302	0451-OPS-1303
0451-MAIN-1201	0451-MAIN-1203	0451-MAIN-1201
0451-OPS-1304	0451-OPS-1310	0451-OPS-1306
0451-OPS-1309	0451-OPS-1308	0451-OPS-1305
0451-OPS-1307	0451-OPS-1311	0451-OPS-1301

0451-RIG-1502
0451-RIG-1503

0451-RIG-1508
0451-RIG-1501

0451-RIG-1506

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
2. FM 57-38 Pathfinder Operations
3. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
4. MCO 3500.20 Marine Corps Parachuting and Dive Policy

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

UNITS/PERSONNEL: Personnel must be trained as a Pathfinder in order to establish an un-surveyed drop zone. Personnel conducting air drops must be trained as a Jumpmaster.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require Jumpmaster certification.

SPECIAL PERSONNEL CERTS: Require Jumpmaster certification.

0451-RIG-1508: Rig a Type V platform for the low velocity method of airdrop

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a load requiring airdrop, cargo parachute, necessary tools and expendable material, and the references.

STANDARD: By following all prescribed rigging procedures for the item of equipment ensuring the Load Data Tag and Joint Airdrop Inspector forms are filled out per the references.

PERFORMANCE STEPS:

1. Prepare a platform for airdrop.
2. Prepare the load.
3. Position the load on the platform.
4. Lash the load to the platform.

5. Install the extraction system.
6. Install the release device.
7. Attach the parachute to the load.
8. Inspect the load for discrepancies.
9. Correct any discrepancies and replace any defective items.

REFERENCES :

1. FM 10-5 Series publications
 2. FM 10-500-2 Rigging Airdrop Platforms
-

10004. 2000 LEVEL INDIVIDUAL EVENTS

0451-ADMN-2001: Prepare an aircraft load plan for airdrop loads

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: AMC Load Planner

GRADES: LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to conduct an airdrop operation, information concerning the type of aircraft to be used, and the reference.

STANDARD: To ensure conformance with aircraft characteristics/capabilities and established regulations, per the reference.

PERFORMANCE STEPS:

1. Determine the number and type of airdrop platforms to be dropped.
2. Determine the weight, height, length, and width of the loads.
3. Determine the number and type of aircraft available for the operation.
4. Prepare the load plan based upon the characteristics and capabilities of the aircraft available.

REFERENCES:

1. FMFM 4-6 Movement of Units in Air Force Aircraft

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires AMC Load Planner Certification

0451-ADMN-2002: Determine aircraft configuration for High Altitude Low Opening (HALO)/High Altitude High Opening (HAHO) and low level static line personnel parachute operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Jumpmaster, MFF Jumpmaster, Tandem Jumpmaster

GRADES: SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a personnel parachute operation, necessary equipment, expendable materials and the references.

STANDARD: To ensure the aircraft is properly configured with the equipment necessary to support the prescribed parachute operation as outlined in the references.

PERFORMANCE STEPS:

1. Inspect the aircraft for any discrepancies.
2. Correct any deficiencies.
3. Install all necessary support equipment.
4. Rig the aircraft.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Military Free-fall Jumpmaster Certification (as applicable). Requires Tandem Master certification (as applicable). Requires Oxygen Technician Certification (as applicable). Requires Static Line Jumpmaster Certification (as applicable).

0451-ADMN-2003: Determine the equipment and supplies required to support an airdrop operation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Drop Zone Safety Officer, Jumpmaster, MFF Jumpmaster, Operations Chief, Special Equipment NCO, Tandem Jumpmaster

GRADES: SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to conduct an airdrop operation and the reference.

STANDARD: To ensure supportability of an airdrop by providing all required items for the prescribed parachute operation as outlined in the references.

PERFORMANCE STEPS:

1. Determine the type and amount of airdrop equipment and supplies required to support the airdrop operation.
2. Determine the amount of support equipment needed such as vehicles and forklifts.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
 2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
-

0451-ADMN-2004: Maintain all pertinent publications for use in airdrop

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

BILLETS: Maintenance NCOIC

GRADES: SGT

INITIAL TRAINING SETTING:

CONDITION: Given the responsibility to perform the maintenance and rigging of all air drop equipment for airdrop and duties as a Jumpmaster for an airborne operation.

STANDARD: To ensure availability of all aerial delivery rigging, operations and equipment maintenance publications.

RELATED EVENTS:

0451-MAIN-2212

0451-RIG-2511

0451-RIG-2507

REFERENCES:

1. NAVMC 2761 Catalog of Publications
-

0451-ADMN-2005: Monitor the in-storage quality control program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0451

BILLETS: Heavy Drop NCOIC, Light Pack NCOIC, Parachute Safety Officer, Paraloft Chief

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a storage facility, airdrop items requiring storage, and the reference.

STANDARD: To ensure airdrop items placed in storage are maintained in acceptable operating condition.

PERFORMANCE STEPS:

1. Ensure airdrop items are properly stored.
2. Mark and segregate airdrop items for easy accessibility and identification.
3. Rotate stocks periodically and conduct proper housekeeping procedures and safety regulations at all times.

REFERENCES:

1. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
-

0451-MAIN-2201: Conduct a pack-in-process inspection for personnel or cargo parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Pack-in Process Inspector

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a personnel or cargo parachute, all associated equipment and material, and the references.

STANDARD: To ensure all "Rigger Checks" are performed and proper packing procedures are followed per the references.

PERFORMANCE STEPS:

1. Conduct a pack-in-process inspection upon completion of each of the steps contained in the references.
2. Correct any packing discrepancies immediately.
3. Process all deficient items for maintenance.

REFERENCES:

1. MCO 3500.20 Marine Corps Parachuting and Dive Policy
 2. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
-

0451-MAIN-2202: Conduct an in-storage inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Heavy Drop NCOIC, Light Pack NCOIC

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an airdrop item placed in storage and the references.

STANDARD: To ensure all items are in satisfactory condition and the proper temperature and humidity limits are being maintained, per the references.

PERFORMANCE STEPS:

1. Determine which items are to be inspected.
2. Physically check for deterioration and damage.
3. Ensure all required modifications and similar requirements have been made to the items.
4. Process defective items for maintenance.

REFERENCES:

1. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment

0451-MAIN-2203: Conduct a routine inspection on a packed or rigged for airdrop item

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

MOS PERFORMING: 0451

BILLETS: Heavy Drop NCOIC, Light Pack NCOIC

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given certification as a parachute rigger, an item packed or rigged for airdrop, and the references.

STANDARD: To ensure serviceability of all visible components is maintained and the airdrop item remains ready for use.

PERFORMANCE STEPS:

1. Visually inspect all visible components of the air drop item.
2. Immediately correct any packing or rigging discrepancies.
3. Process deficient items for maintenance.

REFERENCES:

1. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Airdrop Load Inspector Course (ALIC) certification at formal school.

0451-MAIN-2204: Conduct a final shop inspection of airdrop loads

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

MOS PERFORMING: 0451

BILLETS: Airdrop Load Inspector (Joint Airdrop Inspector), Parachute Rigger

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a rigged load, DD Form 1748, and the references.

STANDARD: To ensure item is rigged properly per the references and all required forms are filled out and properly maintained.

PERFORMANCE STEPS:

1. Inspect the load data tag, extraction system, parachute, release assembly, suspension sling, lashing, and general appearance.
2. Correct any rigging discrepancies immediately.
3. Complete a DD Form 1748, as required.

REFERENCES:

1. FM 10-5 Series publications
2. FM 10-500-2 Rigging Airdrop Platforms
3. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Airdrop Load Inspector Course (ALIC) certification at formal school.

0451-MAIN-2205: Conduct a malfunction inspection

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 1 month

MOS PERFORMING: 0451

BILLETS: Malfunction Officer, Parachute Safety Officer

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a situation in which an airdrop item malfunctioned, the item that malfunctioned, necessary items to reconstruct the original pack or load, necessary tools and equipment, DD Form 1748-4, and the references.

STANDARD: To determine cause of all parachute malfunctions and submit all required reports, per the references.

PERFORMANCE STEPS:

1. Inspect malfunctioned airdrop item, if available.
2. Reconstruct original packing or load of malfunction item, as required.
3. Record all findings on a DD form 1748-4.

REFERENCES:

1. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
 2. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
-

0451-MAIN-2206: Perform maintenance and inspection on all Helicopter Rope Suspension Training (HRST) equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given HRST equipment, necessary tools, expendable materials and the references.

STANDARD: To ensure all HRST equipment is free of defects and to correct any deficiencies by performing proper maintenance per the references.

PERFORMANCE STEPS:

1. Inspect the HRST equipment for discrepancies in accordance.
2. Note any discrepancies and tag all unserviceable equipment.

REFERENCES:

1. MCO 3500.42 Marine Corps HRST Policy and Program Administration
 2. MCRP 3-11.4 Helicopter Rope Suspension Techniques (HRST) Operations
 3. NAVAIR 13-45-2 Special Patrol Insertion/Extraction (SPIE) System
-

0451-MAIN-2207: Repair a Type V platform

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a damaged Type V platform, necessary tools and equipment, necessary repair materiel, and the reference.

STANDARD: To ensure serviceability of the Type V platform is maintained, per the reference.

PERFORMANCE STEPS:

1. Inspect the entire platform to determine required repairs.
2. Remove the damaged parts and inspect the replacement parts for damage that may have occurred during shipment.
3. Replace or add panels, roller pad, and rails.

4. Perform a 100 percent TRI inspection to ensure repairs are performed correctly.
5. Attach a "back in service" tag to the platform.

REFERENCES:

1. TM 10-1670-268-20 & P Type V Airdrop Platform
-

0451-MAIN-2208: Perform preventive maintenance on a sewing machine

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a sewing machine, lubricants, rags, and the references.

STANDARD: To ensure all moving parts are lubricated so that serviceability is maintained per the references.

PERFORMANCE STEPS:

1. Unplug the sewing machine.
2. Lubricate the sewing machine as required.
3. Plug in the sewing machine and run it for 30 to 60 seconds and observe for proper function.
4. Use a rag to wipe off the excess oil on the machine's surface and clean out the drip pan.

REFERENCES:

1. Owner's Manual Applicable Sewing Machine Owner's Manual
 2. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
-

0451-MAIN-2209: Perform maintenance and inspection on all altimeters

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

MOS PERFORMING: 0451

BILLETS: Special Equipment NCO

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an altimeter, test chamber, and the references.

STANDARD: To ensure all altimeters are within specifications, required maintenance is performed per the references, and proper documentation is maintained.

PERFORMANCE STEPS:

1. Turn on the test chamber.
2. Place the altimeter in the chamber.
3. Measure and compare altitude readings.
4. Note any discrepancies.
5. Tag any unserviceable gear and process for repair.

REFERENCES:

1. TM 10-1670-300-20&P Ancillary Equipment for Military Free Fall
-

0451-MAIN-2210: Repair a personnel parachute harness container

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a damaged pack tray, necessary tools and equipment, necessary repair material, and the reference.

STANDARD: To ensure all repairs are performed to maintain serviceability of the pack tray per the reference.

PERFORMANCE STEPS:

1. Sew the basic patch.
2. Repair all keepers and strap/line retainers, loops, waistband and adjuster, and flaps.
3. Attach a back-in-service tag to the pack tray.

REFERENCES:

1. TM 09770A-12A & P RAM Air Parachute Assembly, MC-5
 2. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
 3. TM 10-1670-269-23 & P Parachute, Personnel Type 24 Ft Diameter, Troop, Chest, Reserve
 4. TM 10-1670-272-23 & P MC1-1B/E Troop Back Personnel Parachute
 5. TM 10-1670-292-23 & P MC1-1C/D Troop Back Personnel Parachute
 6. TM 10443A-12A&P Tandem Offset Resupply Delivery System (TORDS)
-

0451-MAIN-2211: Perform maintenance and inspection on all parachutist oxygen systems

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Special Equipment NCO

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a complete parachutist oxygen system, test stand, necessary tools, expendable materials, and the references.

STANDARD: To ensure all oxygen systems are serviceable and all preventive maintenance and routine inspections are performed per the references while maintaining proper documentation.

PERFORMANCE STEPS:

1. Inspect all oxygen equipment for serviceability.
2. Hook oxygen system up to the test stand.
3. Measure and compare the indicated readings on the test stand.
4. Note any discrepancies.
5. Correct all deficiencies by utilizing necessary tools and equipment.
6. Retest the oxygen system.

REFERENCES:

1. TM 10-1670-276-12&P Parachute Oxygen Systems
-

0451-MAIN-2212: Supervise the operations of an airdrop equipment repair activity

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Maintenance NCOIC

GRADES: SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the billet of NCOIC of an airdrop equipment repair activity, an airdrop equipment repair activity, and the references.

STANDARD: To ensure all equipment repairs are performed properly per the references and that all logbook entries are recorded.

PERFORMANCE STEPS:

1. Supervise the repair of parachute, airdrop platforms, suspension slings and lines, and A-22 cargo bags.

2. Ensure non-repairable equipment is coded as unserviceable.

REFERENCES:

1. FM 10-500-2 Rigging Airdrop Platforms
 2. FM 10-500-3 Rigging Containers
 3. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment
 4. TM 10-1670-240-20/TO Miscellaneous Airdrop Canvas Webbing, Metal, and Wood Items
-

0451-MAIN-2213: Perform maintenance and inspection on the military Cybernetic Parachute Release System (CYPRES)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger, Special Equipment NCO

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the CYPRES, necessary tools, expendable materials and the references.

STANDARD: To ensure the CYPRES is functional and free of defects per the references.

PERFORMANCE STEPS:

1. Inspect the CYPRES for discrepancies.
2. Determine level of maintenance required for any discrepancies.
3. Correct deficiencies or evacuate to higher echelon.

REFERENCES:

1. TM 11019-12&P Cybernetic Parachute Release System (CYPRES) Automatic Opening Device (AOD)
-

0451-OPS-2301: Plan and coordinate aircraft support for aerial delivery operations

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: Support for air delivery operations can be done utilizing both Marine Corps and Joint Airborne Air Transportability Training (JA/ATT) aircraft. Support includes the use of both rotary and fixed wing aircraft.

BILLETS: Operations Chief

GRADES: SSGT

INITIAL TRAINING SETTING:

CONDITION: Given that the Air Delivery unit has been tasked with providing air delivery support.

STANDARD: To ensure mission success by coordinating all aspects of the operation with the Squadron assigned to support the mission.

PERFORMANCE STEPS:

1. Receive mission to provide air delivery support.
2. Make liaison with the squadron assigned to support the mission.
3. Brief the pilot/aircrew on the details of the mission.
4. Conduct the operation.
5. Debrief the operation.

RELATED EVENTS:

0451-OPS-2309 0451-ADMN-2003 0491-OPS-2307
0491-PLAN-2402

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Require Material Handling Equipment (MHE). Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

0451-OPS-2302: Perform the duties as a Static Line (SL) Jumpmaster

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

BILLETS: Drop Zone Safety Officer, Jumpmaster

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: When tasked to support a static line personnel parachute operation.

STANDARD: To ensure static line procedures are conducted in accordance with the references and unit SOP.

PERFORMANCE STEPS:

1. Be assigned or tasked as the jumpmaster, assistant jumpmaster, or safety for a personnel parachute operation.
2. Coordinate all aspects of the parachute operation in accordance with unit SOP.
3. Prepare/conduct all required briefs.
4. Prepare/conduct sustained airborne training.
5. Conduct airborne operation

6. Ensure 100% accountability for all personnel and equipment used during the operation and conduct debrief to all participants and key personnel.

RELATED EVENTS:

0451-OPS-2309 0451-OPS-2307 0451-RIG-2505

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
2. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
3. MCO 3500.20 Marine Corps Parachuting and Dive Policy

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require Static Line Jumpmaster certification. Require written authorization/assignment to perform the duties as a Static Line Jumpmaster.

SPECIAL PERSONNEL CERTS: Require Static Line Jumpmaster certification. Require written authorization/assignment to perform the duties as a Static Line Jumpmaster.

0451-OPS-2303: Perform the duties as a Military Freefall (MFF) Jumpmaster

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

BILLETS: Drop Zone Safety Officer, MFF Jumpmaster, Tandem Jumpmaster

GRADES: SGT

INITIAL TRAINING SETTING:

CONDITION: When tasked to support a Military Freefall (MFF) personnel parachute operation.

STANDARD: To ensure Military Freefall parachute operations are conducted in accordance with the applicable references and the unit SOP.

PERFORMANCE STEPS:

1. Be assigned or tasked as a MFF jumpmaster or assistant jumpmaster for a personnel parachute operation.
2. Coordinate all aspects of the parachute operations in accordance with unit SOP.
3. Prepare/conduct all required briefs.

4. Conduct MFF operation
5. Prepare/conduct sustained MFF training.
6. Debrief all participants and key personnel.

RELATED EVENTS:

0451-OPS-2309	0451-ADMN-2002	0451-OPS-2307
0451-MAIN-2211	0451-MAIN-2213	0451-MAIN-2209

REFERENCES:

1. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
2. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
3. MCO 3500.20 Marine Corps Parachuting and Dive Policy

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require MFF Jumpmaster Certification

SPECIAL PERSONNEL CERTS: Require MFF Jumpmaster Certification

0451-OPS-2304: Coordinate positioning of airdrop facilities (paraloft) and assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

BILLETS: Air Delivery Officer

GRADES: 1STLT

INITIAL TRAINING SETTING:

CONDITION: The CSSE is deploying to their Area of Responsibility (AOR) to support the GCE with CSS.

STANDARD: When a CSS request is submitted to higher, provide expertise on the location(s) of airdrop facilities in order to provide aerial delivery support.

PERFORMANCE STEPS:

1. Ensure the air delivery unit is positioned at/near an airfield capable of conducting fixed wing operations.
2. Ensure adequate storage and operating space at or near the departure airfield.

3. Ensure there is electrical power to operate the sewing machines, lighting, tools, and fans used in the repair and packing of parachutes and airdrop equipment.
4. Ensure there are special sites established for the rigging and storage of ammunition and POL airdrop loads.

RELATED EVENTS:

0451-ADMN-2003

REFERENCES:

1. FM 10-400 QM Airdrop & Airdrop Equipment Support Unit
2. MCO 3500.20 Marine Corps Parachuting and Dive Policy
3. MCWP 4-11 Tactical-Level Logistics

SUPPORT REQUIREMENTS:

ROOMS/BUILDINGS: Requires a secure building or facility. Parachute storage/equipment room requires a clean area with climate control.

0451-OPS-2305: Conduct a Joint Airdrop Inspection (JAI)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: A Joint Airdrop Inspection (JAI) is the process by which a load is inspected and certified by both the air delivery unit and the aircrew for an airdrop.

BILLETS: Airdrop Load Inspector (Joint Airdrop Inspector), HAZMAT Certifier

GRADES: CPL

INITIAL TRAINING SETTING:

CONDITION: Given that the air delivery unit has rigged a load for airdrop and is ready to transport it to the aircraft. An in-shop final inspection has already been completed by the rigger on the load.

STANDARD: To ensure a before and after load JAI is performed in accordance with the references.

PERFORMANCE STEPS:

1. Receive supplies to be rigged
2. Rig supplies in accordance with the references.
3. Perform in-shop final inspection on the load.
4. Transport load to the flight line.
5. Perform "before load" JAI with aircrew.
6. Load the aircraft.
7. Perform "after load" JAI with aircrew.

RELATED EVENTS:

0451-MAIN-2204

0451-RIG-2501

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
3. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Require Material Handling Equipment (MHE). Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification as required.

SPECIAL PERSONNEL CERTS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification as required.

0451-OPS-2306: Coordinate and support High Altitude High Opening (HAHO)/High Altitude Low Opening (HALO) Ops

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: HAHO/HALO operations are conducted with MC-5 freefall parachute systems, this parachute system allows a unit an over the horizon capability into a small drop zone. This parachute system allows a jumper to exit the aircraft from 35,000 feet mean sea level (MSL) and is deployable at 25,000 to 4,000 feet MSL.

BILLETS: MFF Jumpmaster, Operations Chief, Special Equipment NCO, Tandem Jumpmaster

GRADES: GYSGT

INITIAL TRAINING SETTING:

CONDITION: Given a Force Recon tasked with a special operations insertion (HAHO/HALO) recon mission.

STANDARD: To conduct HAHO/HALO operations in accordance with the references.

PERFORMANCE STEPS:

1. When assigned the HAHO/HALO mission, provide rigger and equipment support.
2. Make liaison with the squadron assigned to support the mission.
3. Brief the pilot/aircrew on the details of the mission.

RELATED EVENTS:

0451-OPS-2309

0451-ADMN-2002

0451-ADMN-2003

0451-MAIN-2205	0451-MAIN-2201	0451-MAIN-2211
0451-MAIN-2213	0451-MAIN-2209	0451-MAIN-2210
0451-RIG-2508	0451-RIG-2509	0451-RIG-2510
0451-RIG-2511	0451-RIG-2501	0451-RIG-2504
0451-RIG-2502	0451-OPS-1302	0451-OPS-1303
0451-MAIN-1201	0451-MAIN-1203	0451-OPS-1310

REFERENCES:

1. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
2. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
3. MCO 3500.20 Marine Corps Parachuting and Dive Policy

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing or rotary wing aircraft.

EQUIPMENT: Require Material Handling Equipment (MHE). Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Hazmat Certifier qualification as required for certification of oxygen. MFF Jumpmaster certification is required. Tandem Master qualification as required.

0451-OPS-2307: Perform the duties of Drop Zone Safety Officer (DZSO)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Drop Zone Safety Officer

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to perform the duties of the DZSO during an airdrop operation, necessary equipment, and the reference.

STANDARD: To ensure safe and efficient operations are maintained within the drop zone, per the reference.

PERFORMANCE STEPS:

1. Assume overall responsibility of drop zone operations.
2. Receive permission from the departure airfield control officer to open the drop zone.
3. Evaluate the drop zone for suitability and safe operating conditions.
4. Ensure that all drop zone markings are displayed.

5. Operate all visual and communication devices.
6. Ensure "NO DROP" signal can be received by the aircraft.
7. Ensure safety measures are strictly adhered to by all drop zone safety team members.
8. Ensure a Corpsman, drop zone rigger, and safety vehicle with driver are present.
9. Maintain communications with range control.
10. Set up drop zone markings.
11. Ensure the drop zone is clear of obstacles.
12. Monitor wind conditions throughout the drop.
13. Ensure initial contact is maintained with the drop aircraft.
14. Maintain visual or radio contact with the drop aircraft.
15. Attempt to count the number of jumpers during parachute operations and relay that information to the drop aircraft.
16. Account for jumpers and/or injuries upon landing.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
3. MCO 3500.20 Marine Corps Parachuting and Dive Policy

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Jumpmaster course certification

0451-OPS-2308: Perform the duties of Malfunction NCO

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Malfunction Officer

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the requirement to perform the duties of malfunction NCO during an airdrop operation, necessary equipment, and the reference.

STANDARD: Determine the cause of the airdrop malfunction and submit a record of the incident to the appropriate authorities per the reference.

PERFORMANCE STEPS:

1. Attend all personnel and equipment drops.
2. Ensure communications equipment; camera, binoculars or night vision goggles, and a vehicle with a driver are present during the drop.
3. Monitor the drop and record the type and number of partial malfunctions.
4. Conduct an on site investigation to attempt to determine the cause of

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
 2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
 3. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
 4. MCO 3500.20 Marine Corps Parachuting and Dive Policy
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0451-OPS-2309: Perform the duties of Jumpmaster, Tandem Master, Assistant Jumpmaster, or Safety NCO

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Jumpmaster, MFF Jumpmaster, Tandem Jumpmaster

GRADES: CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to perform the duties of Jumpmaster, Assistant Jumpmaster, or Safety NCO during an airdrop operation and the reference.

STANDARD: To ensure all established procedures are adhered to and a safe environment is maintained per the references.

PERFORMANCE STEPS:

1. Ensure that Notices to Airmen (NOTAMs) are posted to all the required units.
2. Ensure all safety measures are strictly adhered to during the entire operation.
3. Brief the departure airfield control officer on the status of the operation.
4. Inspect the aircraft and coordinate the operation with the aircrew.
5. Manifest the parachutists and issue the parachutes.
6. Inspect equipment and personnel to ensure equipment is serviceable and properly donned.
7. Load the aircraft for the jump.
8. Maintain control of the jumpers, jump door, and ramp during the entire operation.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
 2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
 3. TM 10443A-12A&P Tandem Offset Resupply Delivery System (TORDS)
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0451-OPS-2310: Establish a drop zone

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0451

BILLETS: Jumpmaster, MFF Jumpmaster, Pathfinder, Tandem Jumpmaster

GRADES: SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an area to establish a drop zone, required personnel and equipment, and the reference.

STANDARD: To ensure the surveyed area supports prescribed airdrop operations per the reference.

PERFORMANCE STEPS:

1. Determine the size requirements of the drop zone in coordination with the commander of the airlift forces and the airborne commander.
2. Select the best available location to support the airdrop operations.
3. Determine aircraft type, drop speed, loads and methods that can be supported by the drop zone.
4. Establish access to and from the drop zone.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
3. FM 57-38 Pathfinder Operations

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Jumpmaster course certification.

0451-RIG-2501: Label hazardous cargo rigged for airdrop

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: HAZMAT Certifier

GRADES: LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a load rigged for airdrop containing hazardous material and the references.

STANDARD: To ensure all hazardous materials rigged for airdrop is identified and proper documentation is provided to the aircrew per the references.

PERFORMANCE STEPS:

1. Identify what type of hazardous material has been rigged.
2. Determine the compatibility with other hazardous material.
3. Determine storage requirements.
4. Determine if hazardous material can be transported with personnel.
5. Determine the weight of the items.
6. Determine if a hot pad rigging site is required for explosives.
7. Label all hazardous material.

REFERENCES:

1. FM 10-5 Series publications
2. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Hazardous Material Certification

0451-RIG-2502: Rig a parachutist drop bag for a combat equipment jump

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a parachutist drop bag, a large ALICE pack, Load Bearing Equipment (LBE), expendable material, and the references.

STANDARD: To ensure proper rigging procedures are followed and the equipment is inspected by a qualified Jumpmaster as prescribed in the references.

PERFORMANCE STEPS:

1. Place large ALICE pack and LBE into the parachutist drop bag.
2. Close the parachutist drop bag.
3. Tighten and secure all compression straps.
4. Rig the Harness Single Point Release (HSPR).
5. Stow the Hook Pile Tape (HPT) Lowering Line.
6. Inspect the parachutist drop bag for any discrepancies.
7. Correct any discrepancies.

REFERENCES:

1. FM 3-21.220 (FM 57-220) Static Line Parachuting Techniques and Training
 2. FM 31-19 Military Free-fall Parachuting Tactics, Techniques, and Procedures
-

0451-RIG-2503: Assemble a Type V platform for airdrop

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given panels, rails, component parts, necessary tools, and the reference.

STANDARD: To ensure the required length platform using proper assembly procedures and to ensure a complete inspection of all components as prescribed in the references.

PERFORMANCE STEPS:

1. Determine the size of the platform required.
2. Determine the number of panels, rails, and component parts required.
3. Assemble all component parts to the platform.
4. Tighten all nuts and bolts.
5. Inspect the platform for dents, bows, and rips.

REFERENCES:

1. TM 10-1670-268-20 & P Type V Airdrop Platform
-

0451-RIG-2504: Rig a load for a Tandem Offset Re-supply Delivery System (TORDS) operation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a load requiring airdrop, a Military Tandem Tethered Bundle (MTTB), necessary tools, expendable material, and the references.

STANDARD: To ensure all prescribed rigging procedures for the item of equipment and all forms are prepared per the references.

PERFORMANCE STEPS:

1. Prepare the container for airdrop.
2. Prepare the load.
3. Place the load in the container.
4. Balance the load.

5. Install MTTB straps.
6. Install the MTTB.
7. Inspect the load for discrepancies.
8. Correct any discrepancies.

REFERENCES:

1. TM 10443A-12A&P Tandem Offset Resupply Delivery System (TORDS)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Tandem RAM Air Pack Qualification

0451-RIG-2505: Rig an A-7A container for the low or high velocity method of airdrop

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a load requiring airdrop, A-7A straps, D-rings, low or high velocity cargo parachute, necessary tools and expendable material, and the reference.

STANDARD: To ensure all prescribed rigging procedures for the item of equipment are followed, ensuring the Load Data Tag and Joint Airdrop Inspector forms are prepared per the references.

PERFORMANCE STEPS:

1. Prepare the equipment for airdrop (pads, tape, cushioning material), as required.
2. Prepare two A-7A straps on a flat surface.
3. Center the load on the A-7A strap.
4. Fasten the strap and secure the excess strapping.
5. Install the appropriate cargo parachute on the load.
6. Inspect the load and correct any discrepancies.

REFERENCES:

1. FM 10-500-3 Rigging Containers
-

0451-RIG-2506: Provide aerial delivery of supplies using a Type V Heavy Equipment Platform

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 3 months

DESCRIPTION: A Type V Platform is used to deliver supplies from 2,520 lbs to 42,000 lbs. Platform sizes range from 8 Ft to 32 Ft in increments of four (4) feet. Type V Platforms can be used to deliver a variety of equipment to include mass supply loads, vehicles, bridges, and weapons systems. Type V Platforms require the use of Fixed Wing aircraft.

BILLETS: Airdrop Load Inspector (Joint Airdrop Inspector), HAZMAT Certifier, Heavy Drop NCOIC, Light Pack NCOIC

GRADES: SGT

INITIAL TRAINING SETTING:

CONDITION: The CSSE has been tasked to support/resupply the GCE using airdrop. The unit has requested ammunition be airdropped to their current position. The air delivery unit has decided that an 8 foot Mass Supply Load (Heavy Equipment) would be the best method to deliver these supplies.

STANDARD: Rig a Type V Platform in accordance with the Technical Manual for the equipment being rigged.

PERFORMANCE STEPS:

1. Receive a mission to support low altitude parachute operations.
2. Pack personnel parachutes required to support a low altitude parachute operation.
3. Rig equipment required to support a low altitude parachute operation.
4. Determine, prepare, and stage all necessary support requirements for a low altitude parachute operations.

PREREQUISITE EVENTS:

0451-OPS-2305

RELATED EVENTS:

0451-ADMN-2001	0451-OPS-2308	0451-ADMN-2003
0451-MAIN-2204	0451-MAIN-2207	0451-RIG-2501
0451-RIG-2503	0451-RIG-2507	0451-RIG-1502
0451-RIG-1508	0451-RIG-1506	

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. MCO 13480.1 Joint Airdrop Inspection Records, Malfunction Investigation & Activity Reports
3. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
4. TM 10-1670-268-20 & P Type V Airdrop Platform
5. TM 10-1670-277-23&P Parachute, Cargo, Extraction, Heavy Duty, 15-FT
6. TM 10-1670-278-23&P Parachute, Cargo, Extraction, Heavy Duty, 28-FT
7. TM 10-1670-279-23&P Parachute, Cargo, Extraction, Heavy Duty, 22-FT
8. TM 10-1670-280-23&P 100-foot Diameter G-11B Cargo Parachute
9. TM 10-1670-286-20 Sling/Extraction Line Panel

SUPPORT REQUIREMENTS:

AIRCRAFT: Require fixed wing aircraft.

EQUIPMENT: Require Material Handling Equipment (MHE). Mission will dictate what type of motor vehicle support is necessary.

MATERIAL: Require materials specified per the references.

UNITS/PERSONNEL: Personnel must be trained as a Pathfinder in order to establish an un-surveyed drop zone. Personnel conducting air drops must be trained as a Jumpmaster.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification as required.

SPECIAL PERSONNEL CERTS: Require Airdrop Load Inspector Certification (ALIC) to perform JAI. Hazmat Certifier qualification as required.

0451-RIG-2507: Supervise the operations of an airdrop rigging activity

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Heavy Drop NCOIC

GRADES: SGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the billet of NCOIC of an airdrop rigging activity, a working airdrop rigging activity, and the reference.

STANDARD: To ensure adherence to proper rigging procedures, storage, and monitoring per the reference.

PERFORMANCE STEPS:

1. Supervise the rigging of platform loads and airdrop containers for airdrop.
2. Supervise the installation of cargo parachutes.
3. Inspect the loads for load standards and weight limitations.
4. Ensure the correct extraction system is used.
5. Ensure all discrepancies are immediately corrected.

REFERENCES:

1. FM 10-400 QM Airdrop & Airdrop Equipment Support Unit

0451-RIG-2508: Pack a Military Tandem Tethered Bundle (MTTB)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: LCPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an MTTB, necessary tools, expendable material, and the references.

STANDARD: By following proper packing procedures, performing all "Rigger Checks" for the item of equipment, and ensuring that all log book entries are made.

PERFORMANCE STEPS:

1. Place the parachute in proper layout.
2. Inspect the harness and container assembly
3. Fold the gores and flat-fold the canopy.
4. Long-fold the canopy.
5. Stow the canopy in the deployment bag.
6. Stow the suspension lines.
7. Close the container.

REFERENCES:

1. TM 10443A-12A&P Tandem Offset Resupply Delivery System (TORDS)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Tandem RAM Air Pack Qualification

0451-RIG-2509: Pack a Military Tandem Vector System (MTVS) parachute

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an MTVS parachute, necessary tools, expendable material, and the references.

STANDARD: To ensure parachute is ready for use by following proper packing procedures, performing all "Rigger Checks" for the parachute, and ensuring that all log book entries are recorded.

PERFORMANCE STEPS:

1. Conduct suspension line checks.
2. Set the deployment brakes.
3. Flake the canopy.
4. Fold the canopy.

5. Fold the tail.
6. Stow the canopy inside the deployment bag.
7. Stow the suspension lines.
8. Close the container.

REFERENCES:

1. TM 10443A-12A&P Tandem Offset Resupply Delivery System (TORDS)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires Tandem RAM Air pack qualification

0451-RIG-2510: Pack an MC-5 Ram Air Parachute System (RAPS) utilizing the pack-in process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Parachute Rigger

GRADES: PFC

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an MC-5 ram air parachute, necessary tools, and the references.

STANDARD: To ensure parachute is ready for use by following proper packing procedures, performing all "Rigger Checks" for the parachute, and ensuring that all log book entries are recorded.

PERFORMANCE STEPS:

1. Conduct suspension line checks.
2. Set the deployment brakes.
3. Flake the canopy.
4. Fold the canopy.
5. Fold the tail.
6. Stow the canopy inside the deployment bag.
7. Stow the suspension lines.
8. Close the container.

REFERENCES:

1. TM 09770A-12A & P RAM Air Parachute Assembly, MC-5
2. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Requires RAM Air Parachute Pack Certification

0451-RIG-2511: Supervise the operations of a parachute packing activity

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0451

BILLETS: Light Pack NCOIC

GRADES: CPL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the billet of NCO of a parachute packing activity, a parachute packing activity, and the references.

STANDARD: To ensure adherence to proper packing procedures, maintenance, storage, and security of all parachutes per the references and local standard operating procedures.

PERFORMANCE STEPS:

1. Supervise the packing of personnel, emergency type, and light cargo parachutes.
2. Inspect the packing of all parachutes during all required intervals of the pack-in process inspection.
3. Ensure discrepancies are immediately corrected.
4. Ensure required entries are recorded in the logbook and master log.

REFERENCES:

1. FM 10-400 QM Airdrop & Airdrop Equipment Support Unit
2. TM 10-1670-201-23/T General Maintenance of Parachute and other Airdrop Equipment

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CHAPTER 11

MOS 0471 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 11

MOS 0471 INDIVIDUAL EVENTS

11000. PURPOSE. This chapter contains individual training events for the Personnel Retrieval and Processing Specialist MOS.

11001. EVENT CODING

Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0471, indicating that the event is for MOS 0471, Personnel Retrieval and Processing Specialist.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration	0471-ADMN-XXXX
OPS	Operations	0471-OPS-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

11002. INDEX OF INDIVIDUAL EVENTS

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11003. 1000 LEVEL INDIVIDUAL EVENTS

0471-ADMN-1001: Complete Personnel Retrieval Processing (PRP) administrative requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given desktop procedures, applicable forms and records.

STANDARD: To ensure accuracy and timeliness of processing remains IAW references.

PERFORMANCE STEPS:

1. Maintain inventory of forms.
2. Prepare all processing forms.
3. Prepare all search and rescue forms.
4. Prepare all interment or disinterment forms.
5. Complete notification procedures.
6. Complete PRP reports.
7. Complete Air Support Request (ASR), MEDEVAC or convoy request(s) as required.
8. Maintain chain of custody records.
9. Maintain a copy of files for collection point records.
10. Send original forms with remains to obtain signatures.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-ADMN-1002: Update PRP website

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable forms, computer resources, necessary supplies and records.

STANDARD: To ensure website information is entered daily.

PERFORMANCE STEPS:

1. Ensure security measures are established.
2. Update web site on a daily basis.
3. Give appropriate notification of its closure.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1300: Properly move transfer case

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given remains, desktop procedures, and equipment.

STANDARD: To ensure delivery in a timely manner, IAW applicable directives.

PERFORMANCE STEPS:

1. Don appropriate PPE.
2. Determine requirements for shipping operations.
3. Ensure verifying records accompany remains.
4. Transfer remains to the transfer case.
5. Prepare transfer case for shipment.
6. Demonstrate proper loading of palletized transfer cases.
7. Demonstrate proper loading of non palletized transfer cases.
8. Demonstrate proper unloading of palletized transfer cases.
9. Demonstrate proper unloading of non palletized transfer cases.
10. Prepare administrative functions associated with transfer case handling.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1301: Prepare site sketch

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a recovery site, administrative supplies, and during daylight hours.

STANDARD: To provide 100% accurate information about recovery area or debris field.

PERFORMANCE STEPS:

1. Identify characteristics of a recovery site.
2. Create a site sketch of the search and recovery area to include location of remains, portions and personal effects.
3. Annotate distinguishable reference points.
4. Create a sketch legend.
5. Create an information box.
6. Indicate location of large aircraft portions, if required.
7. Indicate grid locations along with grid markings, if required.
8. Photograph the scene from a number of angles.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1302: Store hazardous materials

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given hazardous materials and an appropriate storage facility.

STANDARD: So that material is in compliance with current local, state, federal, DOD and Host Nation regulations.

PERFORMANCE STEPS:

1. Determine hazardous classification.
2. Store according to compatibility.
3. Manage inventory.
4. Maintain Material Safety Data Sheets (MSDS) of all products in inventory.
5. Contact appropriate unit for disposal.

REFERENCES:

1. CFR 49 Hazardous Materials
2. FM 4-20.64 Mortuary Affairs Operations
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1303: Un-contaminate work area

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a contaminated environment, given appropriate materials and supplies.

STANDARD: To maintain a safe work environment, free from disease, and meet current guidelines.

PERFORMANCE STEPS:

1. Determine type of contamination.
2. Determine method to sanitize work area.
3. Determine method to sanitize equipment.
4. Clean work area to avoid cross contamination.
5. Clean equipment to avoid cross contamination.
6. Contact appropriate unit for disposal.

REFERENCES:

1. AF DD 2-1.8 Chemical, Biological and Nuclear Operations (Air Force)
2. FM 4-20.64 Mortuary Affairs Operations
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1304: Perform sanitation measures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given PRP personnel.

STANDARD: To ensure that all personnel are in compliance with safety guidelines, and kept free of disease.

PERFORMANCE STEPS:

1. Identify roles for clean hands and dirty hands.
2. Don appropriate outer protective garments and Personal Protective Equipment (PPE).
3. Discard outer protective garments.
4. Coordinate disposal of contaminated outer garments and PPE.
5. Scrub hands and forearms with a suitable medicated soap or disinfectant after handling of remains.
6. Shower, cleansing the entire body surface, including shampooing of the hair at the end of the day.
7. Circulate air through entire facility.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1305: Transport remains.

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given remains, litter, litter stands, assistant, a vehicle, during daylight hours and without the aid of references.

STANDARD: To be able to properly carry, load, or unload remains.

PERFORMANCE STEPS:

1. Verify load.
2. Verify transport documents.
3. Position remains for loading, unloading or carrying.
4. Demonstrate proper lifting techniques.
5. Demonstrate proper carrying techniques.
6. Demonstrate proper loading and unloading techniques.
7. Ensure safety precautions are implemented.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1306: Properly transfer Remains

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL, SGT

INITIAL TRAINING SETTING:

CONDITION: Given remains, appropriate supplies, an assistant, during daylight hours and without the aid of references.

STANDARD: To ensure that remains are properly placed in a remains pouch.

PERFORMANCE STEPS:

1. Don appropriate PPE.

2. Assess what supplies are required.
3. Demonstrate proper transfer of remains from a soiled covering to a clean remains pouch.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC Bn, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1307: Perform evacuation procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given remains with personal effects, appropriate transportation assets, and during daylight hours.

STANDARD: To maintain condition of remains, and keep positive control of all personal effects.

PERFORMANCE STEPS:

1. Prepare remains for transport.
2. Prepare personal effects for transport.
3. Request available transport.
4. Load remains into transport.
5. Secure remains for transport.
6. Obtain signatures to maintain chain of custody.
7. Complete administrative requirements.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1308: Check remains for physical markings and injuries

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given remains, desktop procedures, appropriate forms, equipment and during daylight hours.

STANDARD: To ensure all identifying features and visible wounds are documented.

PERFORMANCE STEPS:

1. Don appropriate PPE.
2. Demonstrate proper technique for locating physical markings and injuries.
3. Document as required.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1309: Perform proper storage of remains

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given remains, desktop procedures, references and appropriate equipment.

STANDARD: To prevent decomposition.

PERFORMANCE STEPS:

1. Demonstrate knowledge of temperature requirements.

2. Identify technique for multiple remains storage.
3. Determine requirements for remains storage.
4. Demonstrate knowledge of equipment used for storage purpose.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1310: Check remains for identification media

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given remains, desktop procedures, appropriate forms and during daylight hours.

STANDARD: To ensure proper identification of remains.

PERFORMANCE STEPS:

1. Don appropriate PPE.
2. Demonstrate proper technique for personal effects check and collection.
3. Implement proper chain of custody procedures.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1311: Perform marking of remains

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate supplies and equipment, and during daylight hours.

STANDARD: To ensure identification with 100% accuracy.

PERFORMANCE STEPS:

1. Demonstrate techniques for marking remains.
2. Demonstrate techniques for marking portions.
3. Demonstrate techniques for marking personal effects.
4. Demonstrate techniques for marking unassociated personal effects.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1312: Perform recovery mission

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given mission requirement, personnel, equipment, during daylight hours, and in an uncontaminated environment.

STANDARD: To remove 100% of recoverable remains and personal effects from the site.

PERFORMANCE STEPS:

1. Obtain security brief.
2. Perform security.
3. Execute search pattern.
4. Recover remains, portions, and personal effects.
5. Grid for each remain or portion discovered.
6. Transport remains and personal effects to collection point.

7. Complete recovery site closure.
8. Complete administrative tasks.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1313: Perform basic land navigation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a compass, a GPS, appropriate supplies and during daylight hours.

STANDARD: To ensure that recovery teams can provide 100% accurate locations of remains, portions or personal effects.

PERFORMANCE STEPS:

1. Shoot azimuths to identify location of recovery site.
2. Verify using a GPS, if available.

REFERENCES:

1. FM 3-25.26 Map Reading and Land Navigation

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1314: Perform hazard detection within a recovery site

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given appropriate materials, a recovery search area, during daylight hours, and without aid references.

STANDARD: To ensure all dangers are identified with 100% accuracy rate.

PERFORMANCE STEPS:

1. Conduct inspection.
2. Identify hazards specific to the work site or remains.
3. Remove hazards that can be safely removed by PRP personnel.
4. Contact appropriate personnel to remove other hazards.
5. Place hazardous materials into appropriate receptacles.
6. Contact appropriate personnel to dispose of hazardous materials.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1315: Perform search and recovery formations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a search area, during daylight hours and without use of references or desktop procedures.

STANDARD: To ensure that all remains or portions are retrieved IAW appropriate directives.

PERFORMANCE STEPS:

1. Establish appropriate security measures.
2. Perform the "straight-line box" recovery method, as applicable.
3. Perform the "open formation" recovery method, as applicable.
4. Perform the "closed formation" recovery method, as applicable.
5. Document all recovered remains or portions.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1316: Interview local inhabitants

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given applicable administrative resources and personnel to question.

STANDARD: To ensure that 100% of witnesses and persons of interest, provide a complete history of actions resulting in death(s).

PERFORMANCE STEPS:

1. Take appropriate safety steps.
2. Establish contact with local inhabitants.
3. Question local inhabitants utilizing appropriate techniques.
4. Complete required forms.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1317: Set up decontamination station

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given equipment and supplies.

STANDARD: To ensure adequate facilities, to effect decontamination of remains.

PERFORMANCE STEPS:

1. Inspect equipment for condition and serviceability.
2. Pitch Crash Decontamination Tent.
3. Place flooring pallets.
4. Place equipment inside decontamination station.

REFERENCES:

1. AF DD 2-1.8 Chemical, Biological and Nuclear Operations (Air Force)
2. FM 4-20.64 Mortuary Affairs Operations
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1318: Process remains and personal effects through the decontamination station

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given contaminated remains and personal effects, a decontamination station, equipment and supplies.

STANDARD: To ensure contaminants are removed to a safe level.

PERFORMANCE STEPS:

1. Don appropriate PPE.
2. Identify hazardous materials.
3. Initiate a case file.
4. Remove all clothing and equipment from the remains.
5. Inspect clothing and remains for PE and identification media.
6. Place contaminated equipment and clothing in hazardous waste containers.
7. Place non-contaminated PE in plastic bag and label with an evacuation number/tag.

8. Perform administrative tasks.
9. Hand carry case file, PE and move the remains, to the next station.

REFERENCES:

1. AF DD 2-1.8 Chemical, Biological and Nuclear Operations (Air Force)
2. FM 4-20.64 Mortuary Affairs Operations
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1319: Properly decontaminate remains

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a decontamination station and contaminated remains.

STANDARD: To ensure all contamination is removed to safe levels.

PERFORMANCE STEPS:

1. Don the appropriate PPE.
2. Transport remains to wash/rinse station.
3. Review the case file and examine all personal effects.
4. Identify hazardous materials.
5. Inspect personal effects for condition and serviceability.
6. Decontaminate remains.
7. Clean and decontaminated personal effects.
8. Allow remains and personal effects to drain completely.
9. Move remains, case file, and personal effects to the Detection/Quality Control station.

REFERENCES:

1. AF DD 2-1.8 Chemical, Biological and Nuclear Operations (Air Force)
2. FM 4-20.64 Mortuary Affairs Operations
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1320: Perform interment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given remains, equipment, supplies and during daylight hours.

STANDARD: To inter remains IAW current directives, references, religious, and mission requirements.

PERFORMANCE STEPS:

1. Process remains.
2. Process personal effects.
3. Prepare interment site
4. Lower the remains into the interment site.
5. Close site.
6. Ensure all graves are properly marked.
7. Complete administrative requirements.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-1321: Perform disinterment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing Specialist

GRADES: PVT, PFC, LCPL, CPL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given operations order, burial records, interment case files and during daylight hours.

STANDARD: To disinter remains IAW current references and international laws.

PERFORMANCE STEPS:

1. Manually dig at interment site.
2. Uncover all remains at interment site.
3. Ensure case files match disinterment log.
4. Transport United States remains to collection point.
5. Transport other nation remains to appropriate government official.
6. Return interment site to original form.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

11004. 2000 LEVEL INDIVIDUAL EVENTS

0471-ADMN-2001: Supervise administrative requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given administrative forms, desktop procedures and computer support.

STANDARD: To ensure positive identification and processing of remains.

PERFORMANCE STEPS:

1. Ensure forms are accurate.
2. Review reports for accuracy.
3. Ensure all documents are appropriately matched to remains.
4. Communicate information with responsible unit and higher headquarters.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-ADMN-2002: Determine logistical requirements of a recovery operation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: After completing a recovery site evaluation, during daylight hours and without the aid of references.

STANDARD: To ensure adequate personnel, equipment and support are available to complete mission.

PERFORMANCE STEPS:

1. Identify hazards specific to recovery site.
2. Identify personnel required to perform recovery.
3. Identify equipment required to perform recovery.
4. Identify outside assistance required to perform recovery.
5. Determine a "GO/NO GO" assessment as a result of information gathered in performance steps 1-4.
6. Select a collection point site, if required.
7. Establish security plan.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-2301: Supervise recovery operation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given mission requirement, personnel, equipment, during daylight hours, and in an uncontaminated environment.

STANDARD: To ensure removal of 100% of recoverable remains and personal effects from the site.

PERFORMANCE STEPS:

1. Establish recovery team leader.
2. Obtain security brief.
3. Make a site visit to establish requirement.
4. Develop a search and recovery plan.
5. Assemble and brief search and recovery team.
6. Establish security.
7. Execute search and recovery plan.
8. Supervise recovery of remains, portions, and personal effects.
9. Supervise evacuation of remains, portions and personal effects.

10. Supervise recovery site closure.
11. Retrograde recovery team and security elements.
12. Supervise completion of administrative tasks.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-2302: Supervise search and recovery in a hostile environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given mission requirement, personnel, equipment, and during daylight hours.

STANDARD: To ensure removal of 100% of recoverable remains and personal effects from the site.

PERFORMANCE STEPS:

1. Receive warning order.
2. Prepare movement order.
3. Make coordination with other units.
4. Perform route and map reconnaissance.
5. Establish recovery team leader.
6. Obtain security brief.
7. Develop a search and recovery plan.
8. Assemble and brief search and recovery team.
9. Supervise movement to recovery area.
10. Establish security.
11. Supervise search and recovery plan.
12. Retrograde recovery team and security elements.
13. Supervise completion of administrative tasks.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel

3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations
4. MCRP 4-11.3F Convoy Operations Handbook

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-2303: Supervise evacuation procedures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given remains with personal effects, appropriate transportation assets, and during daylight hours.

STANDARD: To maintain condition of remains, and keep positive control of all personal effects.

PERFORMANCE STEPS:

1. Supervise preparation of remains.
2. Supervise preparation of personal effects.
3. Make liaison for available transport.
4. Supervise loading of remains.
5. Ensure administrative requirements are performed to ensure chain of custody.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-2304: Supervise decontamination station operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given personnel, supplies, equipment, and contaminated remains.

STANDARD: To effect decontamination of remains.

PERFORMANCE STEPS:

1. Ensure tentage and equipment are set-up.
2. Ensure personnel are wearing appropriate NBC equipment.
3. Ensure proper processing and handling through decontamination point.
4. Check contamination levels.
5. Effect evacuation of remains.

REFERENCES:

1. AF DD 2-1.8 Chemical, Biological and Nuclear Operations (Air Force)
2. FM 4-20.64 Mortuary Affairs Operations
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-2305: Supervise interment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given remains and during daylight hours.

STANDARD: To inter remains IAW current directives, references, religious, and mission requirements.

PERFORMANCE STEPS:

1. Conduct a site survey.
2. Determine site requirements.
3. Choose location that meets mission and directive requirements.
4. Ensure remains are processed.
5. Ensure personal effects are processed.
6. Ensure appropriate administrative requirements are fulfilled

7. Ensure all interment procedures are followed.
8. Notify higher headquarters of site closure.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

0471-OPS-2306: Supervise disinterment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: SGT, SSGT, GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given burial records, interment case files, equipment, and during daylight hours.

STANDARD: To organize disinterment operations IAW current references and international laws.

PERFORMANCE STEPS:

1. Review operations order, burial records and interment case files.
2. Assign duties to team.
3. Ensure necessary supplies are available.
4. Coordinate outside support.
5. Report necessary information, through command channels, to JMAO.
6. Ensure communication to higher headquarters in effected.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
 2. FM 4-20.65 Identification of Deceased Personnel
 3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations
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0471-OPS-2307: Supervise Personnel Retrieval Processing (PRP) operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0471

BILLETS: Personnel Retrieval Processing SNCOIC

GRADES: MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a PRP company and necessary supplies.

STANDARD: To ensure 100% of mission requirements are met.

PERFORMANCE STEPS:

1. Provide guidance to commanders on search and recovery missions.
2. Perform liaison with outside activities, as required.
3. Perform oversight on all search and recovery missions.
4. Perform oversight on all evacuations.
5. Perform quality control on all aspects of the PRP Company.
6. Provide doctrinal input.
7. Supervise conducted training.
8. Perform administrative requirements.

REFERENCES:

1. FM 4-20.64 Mortuary Affairs Operations
2. FM 4-20.65 Identification of Deceased Personnel
3. JTTP 4.06 Joint Tactics, Techniques and Procedures for Mortuary Affairs in Joint Operations

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: HQSVC BN, 4th Marine Logistics Group (RUC 14665) (MCC S5Y)

LOG T&R MANUAL

CHAPTER 12

MOS 0472, INDIVIDUAL EVENTS

This chapter remains as a placeholder for future use. The 0472 Personnel Retrieval and Processing Technician (MOS) was recently converted to a Logistics specialty. Training events will be developed for this MOS in the future.

LOG T&R MANUAL

CHAPTER 13

MOS 0481 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 13

MOS 0481 INDIVIDUAL EVENTS

13000. PURPOSE. This chapter contains individual training events for the Landing Support Specialist MOS.

13001. EVENT CODING

Events in the T&R Manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0481, indicating that the event is for MOS 0481, Landing Support Specialist.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	0481-ADMN-XXXX
LOAD	Load Planning	0481-LOAD-XXXX
MOVE	Movement and Loading	0481-MOVE-XXXX
OPS	Operations	0481-OPS-XXXX
PACK	Pack Cargo and Personnel Parachutes	0481-PACK-XXXX
RIG	Rigging of Airdrop Equipment	0481-RIG-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

13002. INDEX OF INDIVIDUAL EVENTS

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0481-ADMN-1001	Determine center of balance for a motor vehicle	13-5
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13003. 1000 LEVEL INDIVIDUAL EVENTS

0481-ADMN-1001: Determine center of balance for a motor vehicle

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a loaded motor vehicle and trailer prepared to load aboard an aircraft, tools and material,

STANDARD: Accurately calculate center of balance of wheeled vehicles or equipment for embarkation.

PERFORMANCE STEPS:

1. Weigh each axle of vehicle.
2. Establish Reference Datum Line (RDL) at the front axle.
3. Measure distance from RDL to all axles (measure to center of dual axles).
4. Compute moments for all axles or combined axles.
5. Divide total moments by total weight to determine center balance.

REFERENCES:

1. AMC Workbook 36-100
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. MCWP 4-11.3 Transportation Operations
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0481-ADMN-1002: Utilize automated information systems (AIS) in support of operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given Logistics Automated Information System (LOGAIS) software and computer, radio frequency identification (RFID) components, logistics and embarkation data, and operational SOP.

STANDARD: With 100% accuracy input data in (AIS) systems.

PERFORMANCE STEPS:

1. Input data into Logistics Automated Information Systems (LOGAIS) as needed
2. Validate UDL against unit T/O & T/E.
3. Identify all equipment on UDL.

REFERENCES:

1. LOGAIS UM Logistics Automated Information System User's Manual
2. MDSS II User's Manual

0481-ADMN-1003: Prepare logistics related reports

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given operational information, and necessary logistics data.

STANDARD: With 100% accuracy complete logistics related reports.

PERFORMANCE STEPS:

1. Prepare required Logistics Reports per Unit SOP

REFERENCES:

1. FMFM 3-1 Command and Staff Action
2. MCWP 4-1 Logistics Operations
3. MCWP 4-11 Tactical-Level Logistics
4. MCWP 4-11.3 Transportation Operations

0481-ADMN-1004: Perform In-Transit Visibility (ITV) Asset Tracking Functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given asset tracking equipment and a unit movement plan, monitor unit movement.

STANDARD: To ensure that complete asset tracking data is resident in joint asset tracking systems.

PERFORMANCE STEPS:

1. Perform plan management functions.
2. Assemble asset tracking components.
3. Set up asset tracking components.
4. Perform asset tracking functions.

REFERENCES:

1. CMC DCI RFID Implementation Plan
2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
4. LOGAIS HM Logistics Operations Automated Information System, User's Help Manual
5. MCO P4000.51A Automatic Identification Technology (AIT) Policy Manual
6. RFID ITV ITV Server Guide
7. RFID OPS RFID Operations Guide
8. RFID TAG MAN RFID Manual and Tag Placement Guide

SUPPORT REQUIREMENTS:

EQUIPMENT: Computer with LOGAIS, RFID Tag, RFID Interrogator Suite, Internet Connectivity

0481-LOAD-1101: Load cargo on ships

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the necessary tools, dunnage and equipment.

STANDARD: Safely and without damage to the cargo.

PERFORMANCE STEPS:

1. Identify safety procedures for the port operations.
2. Identify material handling equipment.
3. List the considerations for loading cargo on ships.
4. Rig equipment and cargo for crane lift.
5. Load equipment and cargo on ship.
6. Tie down equipment and cargo.
7. Demonstrate hand and arm signals for crane operations.
8. Identify amphibious ships and landing craft.

REFERENCES:

1. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
2. JOINT PUB 4-01 Defense Transportation System
3. MCRP 3-31B Amphibious Ships and Landing Craft
4. MCRP 3-31B Amphibious Ships and Landing Craft Data Book

5. MCWP 4-11.3 Transportation Operations
 6. MTMCTEA 700-4 Vessel Characteristics for Shiploading
 7. MTMCTEA 99-55-22 Pamphlet 99-55-22
 8. TM 11240-15/3 Motor Transport Technical Characteristics
 9. TM 11240-15/4B Motor Transport Technical Characteristics Manual
-

0481-LOAD-1102: Hook up equipment to a hovering aircraft

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Provided proper Helicopter Support Team (HST) equipment, a load, and aircraft.

STANDARD: Safely and expeditiously.

PERFORMANCE STEPS:

1. Ground the helicopter using the static wand.
2. Hook up the sling and/or net apex to the quick release pendant.

REFERENCES:

1. MCRP 4-11.3E Multi-service Helicopter Sling Load: Vols I,II and III
 2. MCRP 4-11.3E/FMFRP 5-31 VOL 1 Multi-Service Helicopter Sling Load: Basic Ops and Equipment
-

0481-LOAD-1103: Load cargo on aircraft

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the mission to load equipment and cargo onto aircraft, necessary tools and equipment.

STANDARD: Safely and without damage to the cargo.

PERFORMANCE STEPS:

1. Conduct appropriate inspection of cargo.

2. Direct loading of equipment and cargo on the aircraft.
3. Secure equipment and cargo to the aircraft deck using appropriate restraining devices.

REFERENCES:

1. AMC Workbook 36-100
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. FMFM 4-6 Movement of Units in Air Force Aircraft
 4. MCWP 4-11.3 Transportation Operations
-

0481-LOAD-1104: Load vehicles and cargo on rail cars

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given cargo requiring transportation by rail, tools and dunnage,

STANDARD: Safely and without damage to the cargo.

PERFORMANCE STEPS:

1. Prepare vehicles.
2. Inspect railcar for suitability.
3. Inspect equipment necessary for loading of a rail car.
4. Load vehicle on railcar.
5. Block and brace vehicle wheels.
6. Tie down vehicle.

REFERENCES:

1. AAR American Association of Railroads
 2. DTR 4500.9-R Part III Defense Travel Regulations Part III
 3. MCO P4600.7 USMC Transportation Manual
 4. MCWP 4-11.3 Transportation Operations
 5. MTMC TEA 55-19 Tie Down Handbook for Rail Movements
 6. TM 55-200-001-12 Application of Blocking, Bracing and Tie Down Materials for Rail Movement
-

0481-OPS-1301: Erect beach panel marker

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to establish a Beach Support Area (BSA) and visually identified sites, beach marker panels, the BSA overly, and necessary tools and equipment.

STANDARD: To ensure all offload points are properly identified and marked.

PERFORMANCE STEPS:

1. Select marker panels to designate the left, right, and center limits of the BSA and the location for the off-loading of supplies and equipment.
2. Position the marker panels.
3. Anchor the panels.

REFERENCES:

1. FMF 3-1 Command and Staff Action
 2. MCWP 4-11.3 Transportation Operations
-

0481-OPS-1302: Lay assault track-way matting

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an assignment as a member of a team required to lay assault track-way matting, necessary tools and equipment.

STANDARD: To provide safe and unrestricted movement of rolling stock or safe helicopter landing.

PERFORMANCE STEPS:

1. Position a rolled panel of assault track-way in the center of the roadway or designated helicopter landing zone.
2. Assemble assault track-way kit as required.

REFERENCES:

1. SL-3-06831B Components List for Kit, Matting, Plastic, Mo-Mat
-

0481-OPS-1303: Mark an aircraft landing zone

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a designated aircraft landing zone, marker panels, wind direction indicators and marking lights.

STANDARD: With 100% accuracy mark an aircraft landing zone.

PERFORMANCE STEPS:

1. Install wind direction indicators in the landing zone.
2. Install marking panels on the ground to designate the landing zone, landing site, and/or landing point for day operations.
3. Install marking lights on the ground to designate the landing zone, landing site, and/or landing point for night operations.

REFERENCES:

1. MCRP 4-11.3E/FMFRP 5-31 VOL 1 Multi-Service Helicopter Sling Load: Basic Ops and Equipment
 2. MCWP 4-11.3 Transportation Operations
-

0481-OPS-1304: Direct aircraft movement within the landing zone

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a landing zone with aircraft traffic and necessary tools and equipment.

STANDARD: To ensure safe maneuvering of an aircraft technique.

PERFORMANCE STEPS:

1. Ensure radio communications are established.
2. Perform the appropriate hand and arm signals to direct the aircraft to the appropriate landing site within the landing zone.
3. Perform the appropriate hand and arm signals to direct the aircraft out of the landing site.

REFERENCES:

1. A1-V22AA-NFM-000 Aircraft and Engine-V22 OSPREY
 2. MCRP 4-11.3E Multi-service Helicopter Sling Load: Vols I,II and III
 3. MCWP 4-11.3 Transportation Operations
 4. TM 11-5820-890-10-6 SINGARS used W/ANCYZ-10 NCS
-

0481-OPS-1305: Prepare supplies for embarkation

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given supplies to be embarked, necessary tools, equipment and material, information concerning the specific type of conveyance to be used.

STANDARD: With 100% accuracy ensures cargo and/or equipment is in compliance with the requirements of the specific type of conveyance to be used.

PERFORMANCE STEPS:

1. Inspect the supplies and equipment for transportability.
2. Assist the unit in mobile loading supplies and equipment by providing guidance.
3. Verify that mobile loads are properly secured.
4. Assist the unit in building 463L pallets as required.
5. Verify equipment and supplies are properly secured on the pallets.
6. Verify equipment and supplies are properly secured on the warehouse pallets.
7. Identify and segregate hazardous material and cargo.
8. Mark supplies and equipment as appropriate for the specific conveyance.
9. Stage supplies and equipment, as required.

REFERENCES:

1. AMC Workbook 36-100
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 4. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
 5. MCO P4030.36A Marine Corps Packaging Manual
 6. MCWP 4-1 Logistics Operations
-

0481-RIG-1501: Rig equipment for external lift

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support Specialist

GRADES: PVT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to conduct external aerial transport operations, tools and equipment.

STANDARD: To ensure aerial transport can be accomplished safely and without damage to equipment and aircraft.

PERFORMANCE STEPS:

1. Prepare the cargo/equipment for rigging.
2. Connect the rigging slings/straps to the equipment.
3. Inspect lifting devices
4. Inspect the cargo/equipment to be lifted

REFERENCES:

1. A1-V22AA-NFM-000 Aircraft and Engine-V22 OSPREY
 2. FMFRP 5-31 VOL 2 Hel Ext Air Trans SINGLE PT RIG PR
 3. FMFRP 5-31 VOL 3 Hel Ext Air Tran Dual Pt RIG PR
 4. MCRP 4-11.3E Multi-service Helicopter Sling Load: Vols I,II and III
 5. MCRP 4-11.3E/FMFRP 5-31 VOL 1 Multi-Service Helicopter Sling Load: Basic Ops and Equipment
 6. MCWP 4-11.3 Transportation Operations
-

13004. 2000 LEVEL INDIVIDUAL EVENTS

0481-ADMN-2001: Maintain a logistics situation map

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given current information concerning the location of supported and CSS units and a situation map.

STANDARD: Visually depict timely and accurate information represented on a situation map.

PERFORMANCE STEPS:

1. Update location of supported units.
2. Update location of CSS units, detachments, convoys, etc.
3. Update location of CSS facilities (i.e., medical, maintenance, supply, etc.)
4. Update location of CSS collection and evacuation points (i.e., POW, maintenance, casualty, etc.).
5. Maintain other information as required by the operations order.

REFERENCES:

1. MCRP 5-12A Operational Terms and Graphics
2. MCWP 3-41.1 Rear Area Operations
3. MCWP 4-11.3 Transportation Operations

0481-ADMN-2002: Assist in the computation of unit's Class I, III, and V requirements

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an Operation Plan (OPLAN) with a specified duration, commander's guidance, T/O & T/E, computed requirements.

STANDARD: Accurately calculate supply requirements.

PERFORMANCE STEPS:

1. Review the Operation Plan (OPLAN) or applicable documents for operation data.
2. Determine Class I and water requirement computations.
3. Determine Class III requirement computations.
4. Determine Class V requirement computations.

REFERENCES:

1. FM 101-10-1 Staff Officer's Field Manual
 2. MCO 5500.6 Arming Of Security and Law Enforcement (LE) Personnel and the Use of Force
 3. MCO 8010.1 Class V(W) SUP FMF CBT OP
 4. MCO P10110.14 Food Service SOP
 5. MCO P8011.4J Marine Corps Policy and Procedures for Class V(W) Material (Peacetime)
 6. NAVMC 1017 Table of Authorized Materiel
 7. UM 4400-124 Sassy Using Unit Procedures
-

0481-LOAD-2101: Prepare a load plan for an aircraft

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given unit's embarkation data, characteristics and capabilities of the aircraft, Operation Order (OPLAN) with or without Automated Air Load Planning System (AALPS).

STANDARD: To ensure supportability of the Operations Order and compliance with aircraft characteristics and capabilities.

PERFORMANCE STEPS:

1. Verify the equipment to be loaded complies with the characteristics of the aircraft.
2. Verify the equipment to be loaded is certified for transport in the assigned aircraft.
3. Determine center of balance and weight for each 463L pallet to be loaded.
4. Determine center of balance and weight for all vehicles to be loaded.
5. Identify all hazardous material and cargo requiring special handling.
6. Calculate center of balance for completed load.
7. Print a computer generated load plan form using an automated system.
8. Verify the load plan as conforming to the prescribed regulations.

REFERENCES:

1. (AALPS) User Manual Automated Air Load Planning System (AALPS)
2. AMC 36-1 AMC Affiliation Program Airlift Planner's Pamphlet
3. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III

4. ICODES USER'S MANUAL Computer Aided Load Manifesting System
5. MCO 4610.35 USMC Equipment Characteristics File
6. MCO P4030.19 Preparation of Hazardous Material for Military Air Shipment
7. TAM Table of Authorized Materials

0481-LOAD-2102: Prepare a ship load plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given ship loading characteristics pamphlet, landing plan, commander's guidance and unit's embarkation data.

STANDARD: To ensure supportability of operations.

PERFORMANCE STEPS:

1. Consolidate the unit deployment lists from each unit.
2. Verify that the supplies to be loaded comply with the ship loading characteristics pamphlet.
3. Identify cargo requiring special handling.
4. Import deployment data into ICODES.
5. Verify the load plan as conforming to prescribed regulations.

REFERENCES:

1. CFR 49 Hazardous Materials
2. ICODES USER'S MANUAL Computer Aided Load Manifesting System
3. IMDG International Maritime Dangerous Goods Code
4. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
5. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
6. MCO 4610.35 USMC Equipment Characteristics File
7. MCRP 3-31B Amphibious Ships and Landing Craft
8. MDSS II User's Manual
9. NAVSEA OP 4 Ammunition Afloat

0481-OPS-2301: Perform a beach reconnaissance

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: LCPL, CPL, SGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a beach landing site, report forms, necessary tools and equipment.

STANDARD: To accurately support beach operations.

PERFORMANCE STEPS:

1. Determine size of beach.
2. Identify obstacles in or around proposed beach support area.
3. Identify locations of roads or proposed roads.
4. Identify locations for command post.
5. Identify locations for supply areas.
6. Identify landing site areas.

REFERENCES:

1. MCWP 4-11.3 Transportation Operations
-

0481-OPS-2302: Direct landing support operations

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to direct all types of landing support operations, tools and equipment, required documentation, operation order, and the references.

STANDARD: To ensure safe and proper loading of the mode of conveyance to support the operation order.

PERFORMANCE STEPS:

1. Identify procedures to designate shore party
2. Identify procedures to arrange shore party support area reconnaissance.
3. Identify procedures to direct landing zone support operations.
4. Identify procedures to direct Port Operations Group operations.
5. Identify procedures to direct BSA operations.
6. Identify procedures to direct rail operations.
7. Identify procedures to direct rear area defense.
8. Identify procedures to direct Departure Airfield Control Group (DACG) operations.
9. Identify procedures to direct Arrival Airfield Control Group (AACG) operations.
10. Identify procedures to coordinate with naval beach group.
11. Identify procedures to direct cargo, equipment, and personnel to the correct location for loading or distribution.

12. Identify procedures to record personnel, cargo, and equipment being loaded/unloaded.
13. Identify procedures to prepare associated forms, charts, and reports, as required.
14. Identify procedures to direct ship to shore movement.

REFERENCES:

1. AAR American Association of Railroads
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
 4. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 5. MCO P4600.7 USMC Transportation Manual
 6. MCRP 4-11.3D/NWP 22.5 The Naval Beach Group
 7. MCRP 4-11.3E Multi-service Helicopter Sling Load: Vols I,II and III
 8. MCRP 5-12A Operational Terms and Graphics
 9. MCWP 3-31.5/FMFM 1-8 Ship-to-Shore Movement
 10. MCWP 3-32 Maritime Pre-positioning Force (MPF) Operations
 11. MCWP 4-1 Logistics Operations
 12. MCWP 4-11 Tactical-Level Logistics
 13. MCWP 4-11.3 Transportation Operations
 14. OH 1-5-1 Tri-MEF Maritime Pre-positioning Force Standing Operating Procedure
 15. TM 55-200-001-12 Application of Blocking, Bracing and Tie Down Materials for Rail Movement
-

0481-OPS-2303: Coordinate requests for Combat Service Support (CSS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given requirement to support a MAGTF element.

STANDARD: To ensure combat service support is provided in a timely manner.

PERFORMANCE STEPS:

1. Identify the internal flow of support requests submitted to logistics office.
2. Review support requests from the supported unit(s).
3. Review operational requirements and provide logistics/CSS input to support the concept of operations.
4. Compile and consolidate logistics/CSS requirements to support the concept of operations.
5. Submit requests beyond the organic capabilities of the unit to the supporting CSSE.
6. Identify the procedures for employment of the CSS Trains Concept.

REFERENCES:

1. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 2. MCRP 4-11.2 Patient Movement
 3. MCRP 4-11.3D/NWP 22.5 The Naval Beach Group
 4. MCRP 5-12 Organization of Marine Corps Forces
 5. MCWP 3-17 Engineer Operations
 6. MCWP 3-2 Aviation Operations
 7. MCWP 3-31.5/FMFM 1-8 Ship-to-Shore Movement
 8. MCWP 4-1 Logistics Operations
 9. MCWP 4-11 Tactical-Level Logistics
 10. MCWP 4-11.1 Health Service Support Operations
 11. MCWP 4-11.3 Transportation Operations
 12. MCWP 4-11.6 Bulk Liquid Operations
 13. MCWP 4-11.7 MAGTF Supply Operations
 14. MCWP 4-11.8 Services in an Expeditionary Environment
 15. MCWP 4-12 Operational-Level Logistics
 16. MCWP 5-1 Marine Corps Planning Process
 17. TM 11240-15/4B Motor Transport Technical Characteristics Manual
 18. TM 11275-15/3C Characteristics of Engineering Equipment
 19. UM 4400-124 Sassy Using Unit Procedures
-

0481-OPS-2304: Conduct Combat Service Support (CSS) planning

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Landing Support NCO, Landing Support Specialist

GRADES: 2NDLT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an operation, commander's guidance, the requirement to provide CSS, access to Automated Information Systems (AIS), and the references.

STANDARD: Ensure logistical support requirements are fulfilled.

PERFORMANCE STEPS:

1. Participate in the staff planning process.
2. Identify support requirements.
3. Identify support requirements unique to the specific operations environment.
4. Submit requests for external support.
5. Task organize CSS assets.
6. Plan for the employment of CSS assets.
7. Coordinate the planning for the employment of Mobile CSSDs.
8. Identify appropriate logistic annexes/appendices.
9. Identify CSS capabilities and deficiencies.
10. Make reconnaissance, establish and display logistics organizations within area of operation (AO).
11. Identify communication requirements for CSS activities.

REFERENCES:

1. FM 9-207 Operations and Maintenance of Ordnance Materiel in Cold Weather
2. FM 90-5 Jungle Operations
3. FMFM 3-1 Command and Staff Action
4. FMFM 4-1 Combat Service Support Ops
5. FMFM 4-9 Motor Transport
6. FMFM 8-1 Special Operations
7. MCO 8010.1 Class V(W) SUP FMF CBT OP
8. MCO P3000.18 Marine Corps Planner's Manual
9. MCO P8011.4 USMC T/A Class V (W) Material (Peacetime
10. MCWP 4-1 Logistics Operations
11. MCWP 4-11.3 Transportation Operations
12. MCWP 5-1 Marine Corps Planning Process
13. MEU (SOC) Training Handbook
14. OPNAVINST 5530.13 Physical Security

LOG T&R MANUAL

CHAPTER 14

MOS 0491 INDIVIDUAL EVENTS

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LOG T&R MANUAL

CHAPTER 14

MOS 0491 INDIVIDUAL EVENTS

14000. PURPOSE. This chapter contains individual training events for the Combat Service Support Chief MOS.

14001. EVENT CODING

Events in the T&R manual are depicted with a 12-digit, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. In some cases, all 12 digits may not be used. This chapter utilizes the following methodology:

a. Field one. Each event starts with 0491, indicating that the event is for MOS 0491, Combat Service Support Chief.

b. Field two. This field is alpha characters indicating a functional area. In this chapter, the functional areas are as follows:

<u>Code</u>	<u>Description</u>	<u>Example</u>
ADMN	Administration and Personnel	0491-ADMN-XXXX
OPS	Operations	0491-OPS-XXXX
PLAN	Planning	0491-PLAN-XXXX

c. Field three. All individual events within T&R Manuals are either 1000-level for events taught at MOS-producing formal schools or 2000-level for events taught at advanced-level schools or MOJT. This chapter contains 1000 and 2000-level events.

14002. INDEX OF INDIVIDUAL EVENTS

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0491-ADMN-1001	Manage a unit logistics section	14-6
0491-ADMN-1002	Perform administrative duties	14-7
0491-OPS-1301	Supervise a unit ammunition account	14-8
0491-OPS-1302	Supervise a unit armory	14-9
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14003. 2000 LEVEL INDIVIDUAL EVENTS

0491-ADMN-2001: Manage a unit logistics section

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

BILLETS: Logistics Chief

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given T/O&E and resources.

STANDARD: To ensure a unit logistical section is 100% operational.

PERFORMANCE STEPS:

1. Ensure correspondence files are established and maintained.
2. Ensure the publication library is current, complete, and maintained per the established procedures.
3. Ensure logistics status boards, reports maps, are updated and maintained.
4. Establish internal control procedures for maintaining desktop procedures.
5. Establish internal control procedures for maintaining a turnover folder.
6. Review logistics related reports.
7. Prepare staff correspondence pertaining to logistics.
8. Maintain logistics related standing operating procedures.
9. Brief commander on logistics matters.
10. Conduct logistics administrative inspections.
11. Prepare briefs on logistics matters.
12. Conduct briefs on logistics matters.
13. Monitor facilities administration.
14. Review unit T/O.
15. Review unit T/E.
16. Conduct logistical training.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMF 3-1 Command and Staff Action
3. FMFM 4-3 MAGTF Landing Support Operations
4. MCO 5215.1J USMC Directives System
5. MCO P4790.1 MIMMS Introduction Manual
6. MCO P4790.2 MIMMS Field Procedures Manual
7. MCRP 3-0 A Unit Training Management Guide
8. MCRP 3-0B How to Conduct Training
9. MCRP 4-11.3G Unit Embarkation Handbook
10. MCWP 4-1 Logistics Operations
11. MCWP 4-11.3 Transportation Operations
12. MCWP 4-12 Operational-Level Logistics
13. NAVMC 2761 Catalog of Publications
14. OP-6640 Briefing Guide

- 15. SECNAVINST M-5210.2 Standard Subject Identification Codes
- 16. Unit SOP

0491-ADMN-2002: Perform administrative duties

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

BILLETS: Logistics Chief

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given logistical publications and local SOPs.

STANDARD: Ensure logistics section is in compliance with command policy and SOPs.

PERFORMANCE STEPS:

1. Identify procedures used to organize the logistics section.
2. Identify procedures used to supervise the logistics section.
3. Maintain internal control procedures for all logistical administrative records.
4. Ensure that the logistics section publications library is properly maintained.
5. Establish internal control procedures for maintaining desktop procedures.
6. Establish internal control procedures for maintaining a turnover folder.
7. Ensure logistics related training is scheduled per the T&R Manual.
8. Ensure logistics related training is conducted per the T&R Manual.
9. Review logistics related reports.
10. Prepare staff correspondence pertaining to logistics.
11. Prepare logistics related standing operating procedures.
12. Review logistics related standing operating procedures.
13. Advise/brief commander on logistics matters
14. Conduct logistics administrative inspections.
15. Prepare briefs on logistics matters.
16. Conduct briefs on logistics matters.
17. Monitor facilities administration.
18. Review unit T/O.
19. Review unit T/E.

REFERENCES:

1. FM 101-5 Staff Organization and Operations
2. FMF 3-1 Command and Staff Action
3. MCBUL 3000 Table of Marine Corps Ground Equipment Resources Reporting
4. MCO 3000.11 MARES/LM2 Reporting System
5. MCO 3501.7A MCCRES
6. MCO 4400.16 Uniform Materiel Movement and Issue Priority System
7. MCO 5215.1J USMC Directives System
8. MCO 5311.1 Total Force Structure Process (TFSP)
9. MCO P1754.4 Exceptional Family Member Program (EFMP SOP)

10. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
 11. MCO P4790.2 MIMMS Field Procedures Manual
 12. MCRP 3-0 A Unit Training Management Guide
 13. MCRP 3-0B How to Conduct Training
 14. MCWP 4-1 Logistics Operations
 15. MCWP 4-11 Tactical-Level Logistics
 16. NAVMC 2761 Catalog of Publications
 17. NAVMC 2771 Marine Corps Formal School Catalog
 18. OP-6640 Briefing Guide
 19. SECNAVINST 5216.5D Correspondence Manual
 20. SECNAVINST M-5210.2 Standard Subject Identification Codes
 21. TM 4700-15/1 Marine Corps Ground Equipment Record Procedures
 22. UM 4400-124 Sassy Using Unit Procedures
 23. UM 4790-5 MIMMS AIS, Field Maintenance Procedures
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0491-OPS-2301: Supervise a unit ammunition account

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 24 months

MOS PERFORMING: 0491

BILLETS: Logistics Chief

GRADES: GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given T/O&E and the resources.

STANDARD: To ensure requirements are accurately calculated and maintained to support the unit's mission.

PERFORMANCE STEPS:

1. Review unit T/O.
2. Review unit T/E.
3. Review class V(W) combat allowance/training requirements.
4. Review unit ammunition account in conjunction with the unit operations section.
5. Monitor the specific unit expenditures associated with the unit ammunition account in conjunction with the unit operations section.
6. Supervise the requirements for field storage of ammunition.
7. Review malfunction reports.
8. Monitor procedures for the disposal of ammunition.
9. Monitor Naval Ammunition Reclassification Message (NAR).

REFERENCES:

1. MCBul 8011 Class V(W) Materiel Allowances for Training and Security
2. MCO 4340.1A Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
3. MCO 8010.1 Class V(W) SUP FMF CBT OP
4. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
5. MCO 8020.10 USMC Ammo & Explosives Safety Policy
6. MCO 8025.1D Malfunction and Defect Reporting

7. MCO 8390.3B TOW Missile Firing Data Report
 8. MCO 8390.4 Dragon Missile Firing Data Report
 9. NAVSEA OP 5 VOL 3 Storage of Ammunition at Advanced Bases
 10. NAVSEA OP 5 Vol 1 Ammunition and Explosives/Ashore Safety Regulations of Handling, Storage, Production, Renovation and Shipping
 11. NAVSEA TWO 24-AA-ORD-010 Ammunition, Unserviceable, Suspended and Limited Use
 12. OPNAVINST 5530.13C Physical Security and Loss Prevention
 13. SW020-AF-ABK-010 Motor Vehicle Driver's Handbook for Ammunition, Explosives
 14. SW020-AG-SAF-010 Transportation Safety Handbook for Ammunition
 15. UM 4400-124 Sassy Using Unit Procedures
 16. UM 4400-15 Marine Corps User Manual (Organic Property Control)
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0491-OPS-2302: Supervise a unit armory

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

GRADES: GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the T/O&E, and an armory.

STANDARD: To ensure adherence to all established operating procedures.

PERFORMANCE STEPS:

1. Review requisition requirements.
2. Review storage requirements.
3. Ensure proper receipt of weapons.
4. Ensure proper distribution of weapons.
5. Ensure proper storage of weapons.
6. Ensure proper inventory of weapons.
7. Ensure compliance with armory handling procedures.
8. Ensure compliance with armory accounting procedures.
9. Ensure compliance with armory security procedures.
10. Ensure completion of preventive maintenance on weapons.
11. Ensure completion of corrective maintenance on weapons.
12. Ensure training of all armory personnel.
13. Ensure compliance with the Arms, Ammunition, Explosives Program (AA&E).

REFERENCES:

1. MCO 4340.1A Reporting Missing, Lost, Stolen, or Recovered (MLSR) Government Property
 2. MCO 5500.6F Arming of Law Enforcement and Security Personnel and the Use of Deadly Force
 3. MCO 8300.1C Marine Corps Serialized Control of Small Arms System
 4. OPNAVINST 5530.13C Physical Security and Loss Prevention
 5. TM 4700-15/1 Marine Corps Ground Equipment Record Procedures
 6. UM 4400-124 Sassy Using Unit Procedures
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0491-OPS-2303: Supervise In-Transit Visibility (ITV) Asset Tracking Functions

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

BILLETS: Embarkation Chief, Logistics Chief

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a unit movement requirement, LOGAIS, asset tracking equipment, and a computer with internet access.

STANDARD: To ensure positive accountability of assets while in transit.

PERFORMANCE STEPS:

1. Determine deployment ITV requirements.
2. Verify asset tracking using LOGAIS and joint AIT systems.
3. Determine unit Automated Identification Technology (AIT) requirements.
4. Ensure personnel are trained in AIT functions.

REFERENCES:

1. CMC DCI RFID RFID Implementation Plan
 2. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
 3. LOGAIS HM Logistics Operations Automated Information System, User's Help Manual
 4. MCO P4000.51A Automatic Identification Technology (AIT) Policy Manual
 5. RFID ITV ITV Server Guide
 6. RFID OPS RFID Operations Guide
 7. RFID TAG MAN RFID Manual and Tag Placement Guide
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0491-OPS-2304: Supervise a unit ground safety program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

BILLETS: Logistics Chief

GRADES: GYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the responsibility of managing a logistics section, the commander's guidance.

STANDARD: To ensure ground safety program is in compliance with applicable orders.

PERFORMANCE STEPS:

1. Ensure ground safety classes are scheduled.
2. Ensure ground safety classes are conducted.

3. Ensure staff visits are conducted to ensure compliance with the references.
4. Ensure inspections are conducted to ensure compliance with the references.
5. Ensure reviews of the ground safety program are conducted as required.
6. Ensure updates to the ground safety program are implemented as required.
7. Ensure that safety reports/forms are completed as required.
8. Ensure that safety reports/forms are disseminated as required.

REFERENCES:

1. CFR 29 Code of Federal Regulations - Labor
 2. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
 3. CFR 49 Hazardous Materials
 4. MCO 3500.27A Operational Risk Management
 5. MCO 5100.19 MC Traffic Safety Program (DRIVESAFE)
 6. MCO 5100.29 w/CH1 Marine Corps Safety Program
 7. MCO P5100.8 Marine Corps Occupational Safety and Health Program Manual
 8. MCO P5102.1A Mishap Reporting
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0491-OPS-2305: Perform operational duties of a Combat Cargo Assistant (CCA)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

BILLETS: Combat Cargo Assistant

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given logistics publications, commander's guidance, Ship Loading Characteristics (SLCP).

STANDARD: To support deployed force requirements.

PERFORMANCE STEPS:

1. Assist in the execution of the landing plan.
2. Identify the capabilities of amphibious ships.
3. Identify the capabilities of landing craft.
4. Identify the capabilities of aircraft.
5. Coordinate training requirements for Ships platoon personnel.
6. Coordinate the on-load of the landing force.
7. Coordinate the off-load of the landing force.
8. Perform administrative duties of a Combat Cargo Assistant (CCA)
9. Coordinate ship-to-shore movement

REFERENCES:

1. CFR 49 Code of Federal Regulations - Transportation
2. COMNAVSURFFOR 5400.1
3. COMNAVSURFLANT/PAC SLCP(S) Instruction
4. COMNAVSURFLANTINST 3000.3 Landing Force Spaces and Material Aboard COMNAVSURFLANT Ships
5. COMNAVSURFLANTINST 3340.3 C Wet Well Operations Manual

6. COMNAVSURFPAC/COMNAVSURFLANT INSTR 3480.1B Joint Surf Manual
 7. COMNAVSURFPACINST 4621.1A Standard Amphibious Embarkation Documentation Procedures
 8. COMNAVSURFPACINST 4621B/COMNAVSURFLANTINSTR 4621.1A/MARFORLANTO 4620.2C/MARFORPACO 4621B (Draft) Landing Force Spaces, Ship Loading Characteristics Pamphlet (SLCP) and Amphibious Embarkation
 9. IMDG International Maritime Dangerous Goods Code
 10. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
 11. JOINT PUB 3-02.1 Landing Force Operations
 12. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
 13. Joint Pub 4.01.2 Joint Tactics, Techniques, and Procedures for Sealift Support
 14. MCRP 3-31B Amphibious Ships and Landing Craft
 15. MCRP 4-11C Combat Cargo Operations Handbook.
 16. NAVSEA OP 4 Ammunition Afloat
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0491-OPS-2306: Coordinate supply support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

BILLETS: Logistics Chief

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given logistic publications, the unit T/O&E, and the requirement to support a MAGTF.

STANDARD: To ensure requests are supported in a timely manner.

PERFORMANCE STEPS:

1. Validate request.
2. Determine class of supply requirements.
3. Coordinate class of supply requirements.
4. Monitor proper storage of the unit supply assets.
5. Monitor distribution reports of all classes of the unit's supply assets.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
2. FM 101-10-1 Staff Officer's Field Manual
3. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
4. JOINT PUB 3-02.1 Landing Force Operations
5. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
6. MCO 4400.172 Table of Equipment (T/E) Allowance Change Procedures
7. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
8. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
9. MCO 8020.10 USMC Ammo & Explosives Safety Policy
10. MCO P4400.150E W/ERRATUM CH 1-2 Consumer Level Policy Manual
11. MCO P4600.7 USMC Transportation Manual

12. MCO P4790.2 MIMMS Field Procedures Manual
 13. MCO P5090.2A Environmental Compliance and Protection Manual
 14. MCO P8011.4 USMC T/A Class V (W) Material (Peacetime)
 15. MCWP 3-31.5/FMFM 1-8 Ship-to-Shore Movement
 16. MCWP 3-32 Maritime Pre-positioning Force (MPF) Operations
 17. MCWP 4-1 Logistics Operations
 18. MCWP 4-11 Tactical-Level Logistics
 19. MCWP 4-11.7 MAGTF Supply Operations
 20. NATICK PAM 30-25 Operational Rations
 21. NAVMC 1017 Table of Authorized Materiel
 22. TM 11240-15/4B Motor Transport Technical Characteristics Manual
 23. TM 11275-15/3C Characteristics of Engineering Equipment
 24. UM 4400-124 Sassy Using Unit Procedures
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0491-OPS-2307: Supervise Combat Service Support (CSS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the requirement to support a MAGTF.

STANDARD: To ensure requirements are fulfilled in a timely manner.

PERFORMANCE STEPS:

1. Identify procedures used to organize a Combat Service Support Operations Center (CSSOC).
2. Design ground layout for combat service support (CSS) organizations.
3. Plan mobile Combat Service Support Detachments (CSSD).
4. Monitor mobile Combat Service Support Detachments (CSSD).
5. Plan repair/replenishment points (RRP).
6. Identify procedures used to supervise a repair/replenishment points (RRP).
7. Plan communication requirements for Combat Service Support activities.
8. Monitor communication requirements for Combat Service Support activities.
9. Coordinate Combat Service Support requests for internal/external support requirements.
10. Plan landing support operations.
11. Coordinate support in a joint service environment.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
2. FM 10-500-7 Airdrop De-rigging and Recovery Procedures
3. FM 10-500-9 Quartermaster Airdrop and Airdrop Support Units
4. FM 100-27 USA/USAF Doctrine for Joint Airborne and Tactical Airlift Operations
5. FMF 3-1 Command and Staff Action
6. JOINT PUB 3-02 (JDAO) Joint Doctrine for Amphibious Operations
7. JOINT PUB 3-02 (MLSO) MAGTF Landing Support Ops
8. JOINT PUB 3-02.1 Landing Force Operations

9. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
10. JOINT PUB 3-10 Rear Area Operations
11. JOINT PUB 3.0 Operations
12. JOINT PUB 4-01 Defense Transportation System
13. JP 0-2 Unified Action Armed Forces (UNAAF)
14. JP 1-0 Joint Doctrine for Personnel Support to Joint Operations
15. JP 1-01 Joint Doctrine Development System
16. JP 1-02 DOD Dictionary of Military and Associated Terms
17. JP 4-0 Doctrine for Logistic Support of Joint Operations
18. Joint Pub 5-0 Doctrine for Planning Joint Operations
19. LOGAIS UM Logistics Automated Information System User's Manual
20. MCDP 0-1.1 Componentency
21. MCDP 4 Logistics
22. MCO 4610.35 USMC Equipment Characteristics File
23. MCO 8010.1E Class V(W) Planning Factors for Fleet Marine Force Combat Operations
24. MCO 8011.4 USMC T/A CLASS V (W) MATERIAL (PEACETIME)
25. MCO 8025.1D Malfunction and Defect Reporting
26. MCO P4600.7 USMC Transportation Manual
27. MCO P4790.2 MIMMS Field Procedures Manual
28. MCRP 4-11.3 Rigging Operations
29. MCRP 5-12A Operational Terms and Graphics
30. MCWP 4-1 Logistics Operations
31. MCWP 4-11 Tactical-Level Logistics
32. MCWP 4-11.3 Transportation Operations
33. MCWP 4-11.8 Services in an Expeditionary Environment
34. MCWP 5-1 Marine Corps Planning Process
35. MDSS II HM MAGTF Deployment Support System, User's Help Manual
36. OPNAVINST 5530.13C Physical Security and Loss Prevention
37. QUAD FSSGO P3000.1 FSSG Combat Service Support Operations Center (CSSOC) SOP
38. UM 4400-124 Sassy Using Unit Procedures
39. UM 4400-15 Marine Corps User Manual (Organic Property Control)

0491-OPS-2308: Supervise a unit hazardous material program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the responsibility of managing a logistics section, and the references.

STANDARD: To ensure proper management and disposal of hazardous waste and material per the references.

PERFORMANCE STEPS:

1. Identify procedures used to ensure that hazardous waste/material program is managed per the references.

REFERENCES:

1. CFR 29 Code of Federal Regulations - Labor
 2. CFR 40 Code of Federal Regulations - Hazardous Substances & Wastes
 3. CFR 49 Code of Federal Regulations - Transportation
 4. DCAM 4145.11 Storage & Handling of Hazardous Material
 5. FM 101-10-1 Staff Officer's Field Manual
 6. MCO P5090.2A Marine Corps Hazardous Waste Program
 7. REGULATIONS Local, Federal, and State
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0491-OPS-2309: Coordinate unit general engineering support

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0481

BILLETS: Logistics Chief

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the appropriate general engineering resources, materials, commander's guidance, the concept of combat service support.

STANDARD: To ensure requirements are fulfilled.

PERFORMANCE STEPS:

1. Coordinate engineer reconnaissance of CSS sites.
2. Identify construction requirements.
3. Monitor the construction of unit facilities.
4. Coordinate utilities support.
5. Monitor the suitability of unit facilities.
6. Ensure corrective measures are initiated in the maintenance and up keep of facilities.

REFERENCES:

1. FMFM 3-1 Command and Staff Action
2. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
3. MCRP 4-11.2 Patient Movement
4. MCRP 4-11.3D/NWP 22.5 The Naval Beach Group
5. MCRP 5-12 Organization of Marine Corps Forces
6. MCWP 3-17 Engineer Operations
7. MCWP 3-2 Aviation Operations
8. MCWP 3-31.5/FMFM 1-8 Ship-to-Shore Movement
9. MCWP 4-1 Logistics Operations
10. MCWP 4-11 Tactical-Level Logistics
11. MCWP 4-11.1 Health Service Support Operations
12. MCWP 4-11.3 Transportation Operations
13. MCWP 4-11.6 Bulk Liquid Operations
14. MCWP 4-11.7 MAGTF Supply Operations
15. MCWP 4-11.8 Services in an Expeditionary Environment
16. MCWP 4-12 Operational-Level Logistics
17. MCWP 5-1 Marine Corps Planning Process

18. TM 11240-15/4B Motor Transport Technical Characteristics Manual
19. TM 11275-15/3C Characteristics of Engineering Equipment
20. UM 4400-124 Sassy Using Unit Procedures

0491-PLAN-2401: Coordinate health services

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

BILLETS: Logistics Chief

GRADES: GYSGT

INITIAL TRAINING SETTING: DISTLEARN

CONDITION: Given T/O and resources.

STANDARD: To ensure timely support of unit operations.

PERFORMANCE STEPS:

1. Monitor unit medical readiness.
2. Monitor unit dental readiness.
3. Monitor special programs.
4. Monitor MAGTF health service support.

REFERENCES:

1. FMFM 4-50 Health Service Support
2. MCO 5100.8 Marine Corps Occupational Safety and Health (OSH) Policy Order
3. MCO 6600.3 Dental Health Care Program
4. MCRP 4-11.2 Patient Movement
5. MCWP 4-1 Logistics Operations
6. MCWP 4-11 Tactical-Level Logistics
7. MCWP 4-11.1 Health Service Support Operations

0491-PLAN-2402: Conduct planning in support of a MAGTF

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 0491

GRADES: GYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the responsibility to manage a logistics section, and a mission to deploy the unit as part of a MAGTF.

STANDARD: To ensure requirements are fulfilled in a timely manner.

PERFORMANCE STEPS:

1. Participate in the Marine Corps planning process.
2. Identify Combat Service Support (CSS) capabilities.
3. Identify support requirements.
4. Identify logistics/Combat Service Support (CSS) shortfalls for external sourcing.
5. Submit requests for external/Host Nation Support
6. Construct the concept of Combat Service Support (CSS) to support the MAGTF.
7. Task organize Combat Service Support (CSS) assets.
8. Coordinate the employment of a Mobile Combat Service Support Detachment (CSSD).
9. Assist in the development of appropriate logistics annexes/orders.
10. Prepare estimates of supportability.

REFERENCES:

1. DOD 4500.9-R Defense Transportation Regulation Parts I, II & III
2. FM 101-10-1 Staff Officer's Field Manual
3. FMFM 3-1 Command and Staff Action
4. JOINT PUB 3-02 (MLSO) MAGTF Landing Support Ops
5. JOINT PUB 3-02.1 Landing Force Operations
6. JOINT PUB 3-02.2 Joint Doctrine for Amphibious Embarkation
7. JOINT PUB 5-03.1 Joint Operational and Execution System
8. JP 1-02 DOD Dictionary of Military and Associated Terms
9. JP 4-0 Doctrine for Logistic Support of Joint Operations
10. LOGAIS HM Logistics Operations Automated Information System, User's Help Manual
11. MCDP 5 Planning
12. MCO 3120.9 Policy for Marine Expeditionary Unit
13. MCO 4610.35 USMC Equipment Characteristics File
14. MCO 8010.1 Class V(W) SUP FMF CBT OP
15. MCO P4600.7 USMC Transportation Manual
16. MCO P8011.4 USMC T/A Class V (W) Material (Peacetime
17. MCWP 3-2 Aviation Operations
18. MCWP 3-32 Maritime Pre-positioning Force (MPF) Operations
19. MCWP 4-1 Logistics Operations
20. MCWP 4-11 Tactical-Level Logistics
21. MCWP 4-11.3 Transportation Operations
22. MCWP 4-11.7 MAGTF Supply Operations
23. MCWP 4-12 Operational-Level Logistics
24. MCWP 5-1 Marine Corps Planning Process
25. MDSS II HM MAGTF Deployment Support System, User's Help Manual
26. TM 11240-15/4B Motor Transport Technical Characteristics Manual
27. TM 11275-15/3C Characteristics of Engineering Equipment